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ABSTRACT

The periodic review and development of public library standards are undertaken by the Kansas State Library to best serve the public interest by insuring the quality of the state's public libraries. Standards are defined for the structure and governance of libraries. Service objectives and standards for automation and technology are defined. Policies relating to library personnel, including salaries and evaluation, are reviewed, as is the handling of library collections and library development. Requirements for the physical facilities are discussed, and both input and output measures are suggested for evaluation. A library may choose to evaluate itself in a variety of ways, including quantitative and qualitative measures or comparisons to Kansas standards. Appendixes summarize library standards by library type, review the suggested continuing education policy and materials policies and statements, and provide a building program and standards summary checklist. (SLD)

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Measurements of Quality

PUBLIC LIBRARY STANDARDS FOR KANSAS

Revised 1992

Kansas Library Association
Public Library Section
Standards Committee

Kansas State Library
Capitol Building
Topeka 66612
913/ 296-3296

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INTRODUCTION

Measurements of Quality: Public Library Standards for Kansas is a tool for measuring the adequacy of library service as librarians and Boards of Trustees determine local needs, as they evaluate the effectiveness of collections and services to meet those needs, and as they plan for the future and set priorities for improvement. The standards have been developed for use in public libraries of all sizes but will also be applied to regional systems and at state levels for comparison and reporting purposes.

The periodic review and development of public library standards for Kansas are undertaken by the Kansas State Library with the assistance of the professional membership of the Public Library Section of the Kansas Library Association. Each proposed draft of the Standards is subject to the endorsement of the State Library Advisory Commission prior to the publication and application of the standards. The endorsement of any revision by the Commission will be preceded by an opportunity for review by the library community and the Commission, public hearing at a regular meeting of the Commission, and modification as may be deemed necessary by the Commission.

Through the expression of these standards the Public Library Standards Revision Committee recognizes the need for continuing evaluation of the following areas: public library governance, operation and service; physical facilities; space for users, library staff and collections; technological applications to improve service; development of public awareness of the potential of the library; and continuing education of library staff and volunteers.

The Committee recognizes that the services provided by the regional systems of cooperating libraries and the Kansas State Library have a significant role in assisting local libraries to meet program, collection and information access needs. The Public Library Standards Committee encourages the Kansas Library Advisory Commission to initiate a revision of the standards document for the regional library systems and the long range plan for the Kansas State Library in order to address the expanded role the Public Library Standards suggest. The increased ability of these agencies to foster cooperative efforts and provide support services to local libraries, rural residents and the unserved in an appropriately coordinated manner in all areas of the state is vital.

It is further recognized that the public interest is well served through active cooperation and mutual support among libraries. The need for strengthening major resource libraries is identified in order to facilitate interlibrary cooperation and networking. Cooperative mutual support among all types of libraries will achieve the greatest benefits in service for the public from limited library resources.

The Public Library Standards Committee encourages the Kansas Library Association's Public Library Section to conduct a biennial review and endorsement of these standards, and to suggest future revisions to the State Librarian. This review should be conducted in each even numbered year. The committee also recommends that the State Library undertake a formal evaluation and revision of the standards in 1994.

For an additional positive use of these standards, the committee recommends that the Library Development Division of the State Library expand the continuing education recognition program to include the recognition of library achievement in meeting and exceeding standards. This evaluation process should be designed to recognize the high quality of service as well as the quantities of service.

Public Library Standards Committee, 1987-88
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Bobbie Barber
Roy Bird
Marianne Eichelberger
Carol Grimes
Jane Hatch
Duane Johnson
Dan Masoni
Ernestine Voss
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Public Library Standards Revision Committee, 1992
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KANSAS PUBLIC LIBRARIES: A STATEMENT OF PRINCIPLE

Public libraries are unique among American institutions. They offer access to their collections and services to all members of their communities regardless of age, sex, race, occupation, or physical condition. Access to information and ideas is fundamental to the social, political and cultural systems of the community, the state, and the nation. This access is as fundamental to Kansans as the principles of freedom, equality and individual rights on which the state was founded.

The heritage of public libraries has deep roots in Kansas which was born at the podiums and pulpits of proponents of either Southern rights or abolition. The state's heritage lies in the ideas for which these people fought and their most important battlegrounds were the books, lectures and political arenas not only in Kansas but also in the East. The commitment to adult education in Kansas' earliest days has lasted to the present. The tradition which began with the literary societies organized in numerous communities lives on in the state's public libraries.

Public libraries emerged as the institutions through which the highest aspirations of American life are expressed. Public libraries are integral parts of over 300 Kansas communities. These libraries provide access to and promote the communication of ideas and information. They have multiple roles: they serve as community information centers; they provide the opportunity for children, adults, and older Kansans to educate themselves continually; they are places where inquiring minds encounter the rich diversity of concepts necessary for a democratic society which depends upon the free and competitive flow of ideas; and they remain valuable for personal enrichment, recreation, and economic growth.

The library, its staff and its resources support economic development for business and industry in each community. As stated in the policy of the Kansas Library Association, "Today's librarians must be more than just keepers of books, they must be prepared to design and implement information delivery systems that meet the needs of users." Through these information delivery systems and the opportunities for research and learning which they create, the library is an important participant in economic development.

Public libraries assemble, make available and preserve organized collections of materials and systems in which information and ideas are recorded. Kansas public libraries employ staffs committed to their own continuing education in order to assist library users locate the ideas, information and materials to meet their diverse needs or interests.

Even as the formats and the delivery systems of ideas and information change, the challenge of making the widest possible range of information accessible to all Kansans remains constant. The ideals which brought our public libraries into existence are as vital today as they were in the days of "bleeding Kansas." Modern public libraries are of enduring importance to the maintenance of our democratic society. No comparable institution exists in American life.

HOW TO USE THESE STANDARDS

INTRODUCTION

The design of the Measurements of Quality: Public Library Standards for Kansas Update, 1992 recognizes that the board of each legally established library has identified a municipality and a geographic area within which library service will be available to residents. All legally established libraries directly or indirectly provide service beyond their taxing districts. The librarian and board should consider the needs of the residents of these extended service areas as well as those of the municipality when establishing goals and determining levels of service.

As regional systems of cooperating libraries strive to become multitype and the library community in the state looks toward a state wide resource and information sharing network, all public librarians need to be aware that nearly all citizens of Kansas pay a tax for library service and are entitled to that service from all tax supported libraries. Perceived inequities in tax structures should continue to be addressed, but these inequities are transparent to the library user and the user should not be denied equal service by system member libraries on the basis of tax inequities.

DETERMINING SERVICE POPULATIONS/LIBRARY TYPES

Each library serves not only the residents of its municipality, but a wider population because each is an important part of the network for information retrieval which serves people throughout the state. Each library is an information center for the commercial trade territory surrounding the community. Larger libraries provide materials and reference support in increasingly expanded geographic areas. In recognition of these characteristics, the following formula should be used to determine the service population for each library:

(100% x primary service population) + (50% x secondary service population) +
(5% x extended service population) = Total Service Population

PRIMARY SERVICE POPULATION -- Population of the taxing district and any additional adjacent population for which there is a contractual responsibility for the provision of full library service.

SECONDARY SERVICE POPULATION -- Population of service area immediately adjacent to the primary service area for which the policy of the library offers the opportunity of service. This population may reside in a small part of a county or all of the county surrounding a taxing district or in counties or townships adjacent to a taxing district. Where it is clear that the trade and service territory of two or more libraries overlap because of the proximity of the communities, a reasonable reduction of the percent factor for the secondary service population is justified. This is an evaluation and judgment each librarian and board of trustees must make.

EXTENDED SERVICE POPULATION -- Population of the service area beyond the secondary service district where it can be shown, through patron registrations,that regular library use occurs. This may also be what is defined as the trade territory from which population consistently travels to the community.

LIBRARY SERVICE LEVELS

The Measurements of Quality: Public Library Standards for Kansas, 1988 and the update for 1992 identify library service levels based on total service populations. The standard levels do not cover the libraries of reading clubs, book drops or those facilities which serve as access points for service but are not legally established. Standards for those libraries will be defined by the individual system plans for service. The seven library service levels are:

Gateway Libraries	Fewer than 500 people
Linking Libraries	500-1000 people
Service Centers	1000-2500 people
Level I Major Service Centers	2500-10,000 people
Level II Major Service Centers	10,000 - 25,000 people
Level I Major Resource Center	25,000 - 100,000 people
Level II Major Resource Centers	More than 100,000 people

A GATEWAY Library provides a communications access point with trained personnel where patrons can be linked to information services meeting their personal and professional needs. Emphasis is placed on supplying current purchased and donated materials supplemented by an extensive bulk loan AND/OR ROTATING collection. Reference information is provided through a basic ready-reference collection, the Kansas Library Catalog and extensive use of the regional system of cooperating libraries' reference services and interlibrary loan. Local personnel should plan a program of service based on the identified needs of the service population by utilizing other organizations, agencies and the regional systems of cooperating libraries for assistance and support. The facility, utilities and telephone are usually provided at no cost to the library operating budget.

A LINKING Library provides an access point with trained personnel where patrons can be linked to information services meeting their personal and professional needs. Emphasis is placed on providing a program of service which encourages people to interact with information resources which support identified roles in the community. Information is supplied through a locally owned collection of current materials which is supplemented by an extensive bulk loan collection. Reference information is supplied through a basic ready-reference collection, the Kansas Library Catalog, and extensive use of reference services provided by the local regional system of cooperating libraries and interlibrary loan. Local personnel should plan a program of service based on the identified needs of the service population by utilizing other organizations, agencies and the regional systems of cooperating libraries for assistance and support. Materials in the collection should focus on the contemporary interests of the community with reference assistance provided through major reference service supports.

The mission of a SERVICE CENTER Library is to provide popular, high interest resources to meet the educational, recreational and informational needs of community residents. A Service Center Library's collections should reflect broad subject coverage with materials in a variety of formats. The library's resources shall be supported through the services and resources of the system headquarters, the Kansas State Library and the interlibrary loan system.

The mission of a LEVEL I MAJOR SERVICE CENTER Library is to provide the modern library resources, services and programs necessary to meet the educational, recreational and informational needs of community residents. A Level I Major Service Center Library should also serve as a support center for Gateway, Linking, and Service Center Libraries and as a back-up for Major Resource Centers and Level II Major Service Center Libraries. A Level I Major Service Center should provide broad subject coverage of informational and popular materials in a variety of formats for persons of all ages. The Level I Major Service Center Library shall supplement its resources through the services and resources of the system headquarters, the Kansas State Library and the interlibrary loan system.

LEVEL II MAJOR SERVICE CENTER libraries serve their communities as resources for information, entertainment, cultural opportunity, and educational development. They provide broad subject coverage of informational and popular materials in a variety of formats for persons of all ages. Level II Major Service Center libraries provide reference and interlibrary loan services for smaller libraries throughout the state.

LEVEL I MAJOR RESOURCE CENTER Libraries provide in-depth collections and service on a regional basis. They provide comprehensive reference and interlibrary loan services for smaller Kansas libraries.

LEVEL II MAJOR RESOURCE CENTER libraries function as progressive civil resources that provide information, materials, and services to stimulate ideas, advance knowledge, and enhance the quality of life for major Kansas communities. They provide in-depth collection and comprehensive service development at a central facility to meet the informational, reference, research, recreational, educational, and inspirational needs of individuals, and provide for the extended delivery of many of these services through the use of branch libraries, bookmobiles, and deposit collections. Resource libraries also aid smaller libraries by providing reference assistance and interlibrary loan support.

ROLE SETTING AND STANDARDS

This document is not meant to replace the local decision-making process. Libraries may find these standards helpful in determining the appropriate roles for the local library in the community. If additional information is needed, the role setting process is fully defined in the 1987 edition of Planning and Role Setting For Public Libraries. LISTED BRIEFLY below are the set of basic service roles.[1]

*COMMUNITY ACTIVITIES CENTER: The library is a central focus point for community activities, meetings, and services.

*COMMUNITY INFORMATION CENTER: The library is a clearinghouse for current information on community organizations, issues and services.

*FORMAL EDUCATION SUPPORT CENTER: The library assists students of all ages in meeting educational objectives established during their formal courses of study.

*INDEPENDENT LEARNING CENTER: The library supports individuals of all ages pursuing a sustained program of learning independent of any educational provider.

*POPULAR MATERIALS LIBRARY: The library features current, high-demand, high-interest materials in a variety of formats for persons of all ages.

*PRESCHOOLERS' DOOR TO LEARNING: The library encourages young children to develop an interest in reading and learning through services for children, and for parents and children together.

*REFERENCE LIBRARY: The library actively provides timely, accurate, and useful information for community residents.

*RESEARCH CENTER: The library assists scholars and researchers to conduct in-depth studies, investigate specific areas of knowledge, and create new knowledge.

Figure 11, "Public Library Roles", p. 28, Planning and Role Setting For Public Libraries, 1987.)

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[1] Planning and Role Setting for Public Libraries: a Manual of Options and Procedures, Chicago: American Library Association, 1987.
Chapter 4 fully defines the role setting process. Copies are available through interlibrary loan from the State Library.

The roles chosen should be compatible with the library's mission statement. Five basic steps are involved in choosing those service roles that best define the library operations in the community:

A. Determine the level of effort to be spent on this activity
B. Study library roles (what is the library trying to do, who is to be served)
C. Select library roles
D. Rank selected library roles (no library can meet all service needs)
E. Write the mission statement (concise expression of library's purpose, built upon, but not limited to, the roles chosen by the library)

When the role(s) is chosen, the library should determine if it has the resources to fulfill the role(s). Resources include the collection, staff, and facilities. This document includes the optimum and minimum levels for these resources. Resources may already be in place to support the role(s) a library will emphasize. A role may be chosen for which the library does not have sufficient resources, with the understanding that the role will be addressed through a planned effort to meet the identified need. For assistance in using the planning and role setting process, contact the Library Development Division of the Kansas State Library.

MEASURES FOR EVALUATION

It is important for the library service program to be evaluated on a regular basis. A library may choose to evaluate itself in a variety of ways, including quantitative and qualitative measures or comparison to these Kansas standards.

Input measures are quantitative and state the minimum holdings, and titles, that a library has in the collections.

Output measures[1] are qualitative and determine whether library patrons find the materials they seek and reflect how active the collection is, how many items circulate per capita, and the number of items used in the library by patrons and staff. For assistance in using output measures, contact the Library Development Division of the Kansas State Library.

[1] Output Measures for Public Libraries, Second Edition, American Library Association, 1987.
The Measurements of Quality: Public Library Standards for Kansas, 1988 AND UPDATE 1992 may be used to evaluate the levels at which the library provides services, staff, collections and programs.

For the purposes of these standards, the minimum levels are those required to provide a basic level of operation and meet the minimal information needs of the community. When minimum standards are not met, the library board should identify these areas as priorities in its planning. Libraries should strive to attain all minimum standards by 1994. Optimum goals indicate resource levels required to support the roles chosen during the planning and role setting process. Libraries which exceed these optimum goals provide outstanding service.

INTRODUCTION

Public libraries established in Kansas since July 1, 1951 are by statute governed under city, county, township, district or regional jurisdiction. The Kansas City Kansas Public Library, governed by a school district board of education, is the only exception. Cities are classified as first, second or third class. Library maximum mill levies for all classes of cities and other jurisdictions are set by statute. Home Rule gives some jurisdictions statutory authority to go beyond the statutory tax levy limits.

Every Kansas resident should have legally established, readily accessible public library service capable of connecting each individual with the total information resources of the regional systems of cooperating libraries, the state, the nation and the world.

THE INTERRELATED ROLE OF THE MUNICIPALITY AND THE PUBLIC LIBRARY

The Library Boards of Directors (Trustees) of public libraries occupy a unique position in the provision of municipal services to Kansas citizens. Library boards are the legal entities charged with policy formulation and day-to-day operations of library facilities. Municipal governments are charged with funding recommended operational budgets created by local library boards. The unique relationship created by library law in Kansas provides an excellent forum in which library boards are separated from partisan politics in their formulation and delivery of services.

The relationship of the municipal government to the library board must be one of mutual respect and duty. The library board provides a service which, without the taint of partisan political belief or censorship, can be used with confidence by all citizens.

THE LIBRARY BOARD: ITS TRUST AND FUNCTION

Library Boards of Directors (Trustees) are appointed by a municipality's governing body. The Board of Education of USD 500 in Kansas City and the boards of district libraries are elected boards. Unless exempted by the municipal governing body, board members must be residents of the taxing district in which they serve. Members of the Board may not assume paid staff positions. The library board must differentiate its role as a policy making body from the service and policy delivery functions of the library staff. The role of the library board and the library director differ.

TRUST

Each library board has as its trust the establishment of policy for the maintenance and function of the local library. The gravity of the board's charge is expressed by the following responsibilities:

* Assure the provision of adequate cultural, educational, informational, and recreational library materials;

* Establish and maintain the library as an information center for the community and provide access to optimum information systems and services;

* Provide adequate funding for the space, staffing, equipment and materials needed for library programs and services;

* Encourage and authorize a planning process which identifies community needs for library programs and services;

* Encourage and develop ongoing trust, foundation and endowment funding, the income of which will enhance and supplement the library's ability to deliver programs and services.

* Measure and evaluate the effectiveness of library programs and services;

* Employ a qualified library director and provide for continuing development and evaluation of the director;

* Provide optimum work conditions, and ample continuing education opportunities for staff;

* Provide salaries competitive with local school and city salary schedules where education, job description, level of responsibility and experience are comparable;

* Provide salary schedules with step increments based upon measurable criteria such as levels of achievement in the LEEP program, attendance at the three year program Kansas Public Library Annual Continuing Education (K.P.L.A.C.E.) or college hours/degree;

* Encourage the participation of the library, its trustees and staff in professional associations and activities;

* Ensure that services are delivered by a staff whose numbers are sufficient, who have been trained for positions occupied and who operate with appropriate and current job descriptions;

* Provide adequate spaces and facilities for housing library materials and conducting library activities;

* Maintain for all citizens access to library services and information;

* Encourage and enable cooperation by the library with other community organizations, agencies and institutions;

* Assure that all library services, programs, materials, and facilities are secured at reasonable cost and do not unnecessarily duplicate similar activities within the library's jurisdiction; and

* Ensure that the library actively cooperates with other information agencies in the city, region and state and interacts with worldwide resource sharing activities.

FUNCTIONS

The Board has a responsibility to maintain these standards and to fulfill the objectives of the library.

It is the Board's responsibility to establish written policies, rules, and regulations to govern the library's property, operation, and safety. All formal actions of the Board must be in writing and available to the public. Policies should cover at least the following facets of the library operation: personnel, materials selection, weeding of obsolete materials, public services, handling of complaints, continuing education, use of meeting rooms and/or other library facilities.

Board members should be thoroughly familiar with Kansas library laws and any other state or federal laws which affect library operations such as minimum wage, unemployment compensation, criminal theft of library materials, open meetings act, etc. The board should observe full legal rights, duties, and responsibilities, employing such legal counsel as necessary.

Board members should be familiar with the role and function of the Kansas State Library, the State Library Advisory Commission, the Network Board, and the regional systems of cooperating libraries.

Board meetings should be held regularly at a convenient time and place, in accordance with state law.

Board members, library staff and Friends should actively participate in the legislative process to effect change that will benefit libraries.

Financial provision should be indicated in the bylaws and specified in the annual budget for payment of trustee dues to library associations and expenses for attendance at appropriate meetings and workshops.

Library boards must have complete authority, within legal limits, over the library's budget.

Boards have a **responsibility** to work for an increase in the tax rate when the existing levy proves inadequate; and they have a **responsibility** to budget up to the maximum permitted by law to support adopted library roles and programming.

Boards should encourage active participation in the regional library system in order to provide maximum library services to the residents of the community and to help produce those services which libraries, especially small libraries, cannot supply.

Boards are encouraged to budget continuing education funds and should encourage all levels of library employees to participate in the statewide continuing education plan, providing time off and compensation for attending training sessions.

Boards are encouraged to use continuing education participation as a means of hiring, giving bonus pay and/or raises, and as a criterion for promotion.

Boards should participate in training programs for trustees within their regional library systems and within the state.

In the adequately funded library, the board should direct the allocation of budgeted funds in the following proportions:

Salaries	65-70%
Operations	15-20%
Materials	15-20%

If it is impossible to allocate these proportions to the support of staff and materials, and salaries are not competitive with local school and city salary schedules, the board should be aware that the library is not adequately funded. The availability of funding from gifts, endowments and other citizen supports should not be allowed to replace local taxing effort.

The Board should promote community awareness of the library through a creative public relations plan which emphasizes the multiplicity of library services and resources in a variety of available public information outlets on a regular and frequent basis.

The Board in consultation with local experts should develop a disaster preparedness plan which includes procedures for emergencies such as fires and tornadoes. The Board should ensure that all staff members are trained to implement this plan and that appropriate supplies, i.e., re-chargeable flashlights, battery-operated radios, and weather radios with audible alarms are always available for staff use.

FUNCTIONS OF THE LIBRARY DIRECTOR

A competent and qualified Library Director shall assist the Library Board in reaching and maintaining these standards and fulfilling the established mission of the library.

It is the Library Director's responsibility to act as technical advisor to the Board, recommending needed policies or adapting existing policies for Board action, employing personnel and supervising and evaluating the work of staff and volunteers.

It is the Library Director's duty to maintain all written policies of the Board including, but not restricted to, the following facets of library operation: personnel, materials selection, withdrawal of obsolete materials, public services, handling of complaints, continuing education, and use of meeting rooms and/or other library facilities.

The Library Director should initiate a planning process to identify community needs for library programs and services. The Director also implements suggestions and changes resulting from the planning process when endorsed by the Board.

Regular reports which assist the Board to measure and evaluate the effectiveness of library programs and services should be compiled by the Library Director. The Director also has the responsibility to assure the timely preparation of regular reports required by the State Library, its regional system of cooperating libraries, officials of local government, and the general public.

The Library Director should work with the Board to develop and implement a creative public relations plan.

The Library Director must participate in preparation of an annual budget for the library in consultation with the Board and should be ready to verify a current report of expenditures against the budget at each Board meeting.

The Library Director should be thoroughly familiar with Kansas and federal library laws and local ordinances which affect library operations. The director should work with the Board to ensure that practices reflect those laws. Through participation in professional associations and activities, the Director should be aware of and support library legislation in the state and nation.

The Library Director should attend all Board meetings other than portions of those during which the Director's salary or tenure are discussed. The Director may serve as secretary for the Board.

Library Directors are encouraged to participate and to encourage other staff, volunteers, trustees, and Friends to participate in professional associations and activities.

Library Directors should participate in the statewide continuing education plan. This should include attendance at training programs within their regional systems of cooperating libraries and within the state; providing information about, time off, and compensation for attendance for staff who desire to attend continuing education activities; and encouraging trustees, volunteers and Friends to attend similar activities.

The Library Director has the responsibility to explore the services provided by the regional systems of cooperating libraries and the Kansas State Library to assist local libraries to meet program, collection, and information access needs. The Director should take advantage of all such services to maintain and improve the role or roles adopted by the Board for the local library.

SERVICE

INTRODUCTION

The public library has a unique role: it is the only educational institution in America accessible to all citizens regardless of age, sex, race, occupation, disabilities or interests. The services and collections of the public library contribute to the educational, informational, cultural and recreational needs of the entire community. The public library provides an indispensable link between the individual and the information he needs to foster his intellectual, social, and cultural growth, and to enhance his ability to be a vital participant in the community, the state, the nation and the world.

The challenge to a public library board and staff is to fulfill this role. Awareness of community needs and the provision of library materials and services must go hand in hand. Collections must be easily accessible; materials must be available at the time and place desired, in the desired format and with well-trained staff to assist users in finding and effectively using what they wish, either in the library or through telephone reference service. Interlibrary loan services should provide access to materials which are not available locally. Programs can stimulate the use of library materials. A public awareness and marketing program should ensure that the community not only knows that a library's collections are available, but also makes them eagerly sought by the community.

The services described in this section can be delivered to some degree in any public library unit, large or small, provided that the library staff are committed to the service concept. While small units have particular problems they cannot solve alone, active participation in a regional system and statewide and national networks can facilitate the provision of a wide range of information services.

OBJECTIVES

Each public library should adopt clear long-range objectives.

1. The board and the staff should jointly accept the responsibility for developing objectives and goals, tailored to meet the needs of the community. The process should involve conferring with representatives of a variety of community organizations to arrive at an understanding of community needs. For example, the objectives may deal specifically with physical facilities, use of staff, and technological change. Others may center around the characteristics of the population, which may include a particularly large group of aged people with special needs or an unusual proportion of teenagers with no community center. Other objectives may deal with more philosophical questions: Why is a library

important to a community? What should it be doing to make lives more meaningful and more enjoyable? How does it meet these diverse needs?

2. The objectives should be written. They should outline a service program to convert goals into action. They should also designate a time frame within which each objective will be accomplished.

3. Provisions should be made for reviewing the objectives periodically, altering them to meet changing needs and using the newest developments and knowledge of library techniques.

4. The board and the staff should annually evaluate their services according to the library objectives and accepted state and national library standards.

COMMUNITY SERVICE

The board and staff should strive to make the public library a lively center of ideas and activities and an integral part of the community it serves.

1. They should ascertain the needs of both individuals and groups within the community.

2. They should be informed of organizational activities by both public and private agencies in order to help coordinate these activities, avoid duplication, make services known to the public, and where feasible launch programs to meet unserved needs.

3. The library staff should initiate programs, collections and services which encourage widespread use of the facility and develop ways to serve those unable to use the library due to handicaps or other barriers.

4. Library staff members should participate in community activities and be willing to assume responsibilities in organizations.

HOURS OF SERVICE

The public library should be open as many hours as possible at fixed times and with a uniform schedule. For the convenience of the users, the library should be open some evening and weekend hours. During hours when the library is open, full services should be maintained.

	Number of Open Hours Per Week	
Library Type	Optimum Goal	Minimum Standard
Gateway	20	10
Linking	25	15
Service Center	40	25
Major Service Center Level I	60	40
Major Service Center Level II	68	55
Major Resource Center Level I	72	68
Major Resource Center Level II	72	68

LENDING REGULATIONS

Lending policies should impose minimal restrictions. Policies should specify freedom of access to collections, types of materials which can be used outside the facility and length of loan periods which allow sufficient time for use. (See Appendix C for sample materials policies.)

1. All materials, except those which are judged by the librarian to be irreplaceable or needed in the reference collection for basic information services, should be available for use outside the library.

2. The Kansas Library Card should be recognized as a valid means of identification for local borrowing privileges.

3. Privacy of individuals relating to the use of the library should be maintained in accordance with K.S.A. 45-221, sec. 23. (see "Open Records," Revised Handy Book for Kansas Public Librarians and Trustees, P.62.)

PUBLIC AWARENESS OF LIBRARY SERVICES

An interesting, informative public awareness program should be implemented to increase community awareness of available library services.

INTERAGENCY COOPERATION

The public library should encourage the exchange of materials among all types of libraries. Regularly scheduled meetings of representatives of all libraries within the community should be encouraged.

The public library should establish communication links with other agencies which provide information and services so that services can be coordinated. For example, this cooperation may extend to the county extension service, public schools, colleges and universities, SRS, mental and physical health agencies, literacy volunteers, agencies on aging, and other organizations and agencies identified through the planning process.

LITERACY AND SPECIAL POPULATIONS

Access to literacy training should be provided. The library has a responsibility to provide materials for non-English speaking residents.

The library board and staff should remain sensitive to the needs of special populations identified through a planning process and should respond to these needs with appropriate services.

LIBRARY EVALUATION

Statistics and information about library services, programs, and operations should be collected using standard statistical tools.

1. Statistical and narrative information should be compiled to form a basis for evaluation and to enable complete reporting of library activities.

2. Library statistics should be reported to the board at each meeting.

3. Requested statistics should be reported to such agencies as the regional system of cooperating libraries, the state library, and regional and national organizations.

4. The Measurements of Quality: Public Library Standards for Kansas, 1988 AND UPDATE, 1992 should be applied in a regular and periodic analysis of library services, operations, and facilities.

LIBRARY INSTRUCTION

The public library staff should provide guidance and counsel in the use of all media. They should seek to develop appreciation of the potential in these resources, and to stimulate interest in materials of significance for personal growth and civic competence.

1. There should be a specific plan for instructing patrons in the use of resources and technology.

2. Guidance can be given, not only through individual consultation, but also through book talks, lectures, storytelling, special subject programs, and reading improvement programs.

3. The library staff should provide advice and assistance to both formal and informal groups, in planning, organizing, and conducting activities to serve the entire community. Resource persons, materials, facilities, and equipment to further the success of such programs should be provided.

REFERENCE SERVICE

Reference service and patron assistance should be available to all individuals regardless of age. Factual information and professional guidance should be provided in the use of reference sources and access to sources available outside the immediate community. All libraries should have a telephone and access to a photocopy machine. In libraries serving more than 10,000 patrons, at least one staff person trained to use all available databases and automation equipment should be on duty all hours that the library is open.

* Requests for information should be answered, or referrals initiated within 24 hours of the request. Ninety percent of all queries should be answered or appropriately referred to another agency.

* Within 48 hours, status of requests should be reported back to the patron initiating the query. When the time lapse is longer than 48 hours, information about the transaction should be provided to the patron.

* Reference service shall be provided whenever the library is open.

* Quality of reference service should be measured on an annual basis.

* Libraries not meeting these minimum reference standards should contract with another library or with a library system for reference services.

COLLECTIONS

Ready Reference: All public libraries, including Gateway and Linking libraries should contain reference works adequate for the purpose of supplying answers to quick-fact questions. The Ready Reference Collection will contain various almanacs, yearbooks, dictionaries, and directories. Small libraries should work with consultants from the regional system of cooperating libraries or the State Library in developing adequate collections adequate to meet the needs of their service populations.

Reference Collections: The reference collection in each library should reflect the information needs of the community served. Information needs may range from answers to practical questions to specialized business and industry related research, to providing consumer information, to supplying information about local human service agencies. Collections should be developed by using standard reviewing tools and should include such material as atlases, encyclopedias, handbooks, indexes, bibliographies, directories, and dictionaries, as well as local information about the community served. Libraries should strive to include continuation services in their materials budgets, in order to update standard reference works, frequently accessed by staff and patrons. All reference materials should be reviewed on a periodic basis for both additions and withdrawals from the collection based upon currentness of information and on community need.

STAFFING

Reference staff in all libraries should be computer literate and trained in reference skills and reference interviewing techniques. Staff should be knowledgeable about and trained in the use of any technologies available in the library in order to know when it is appropriate to refer patrons to library automated database searches or to non-library information sources outside the library for extended searches. Service and Resource Center libraries should have trained staff members proficient in reference service database searching. Major Resource Centers should designate professional librarians or equivalent staff with training in management and delivery of reference service to manage reference service in the library. Major Resource Center reference staff should have strong subject backgrounds in the library's areas of subject strength.

AUTOMATION AND TECHNOLOGY

Library automation and technology is continually changing. Public library staff need to be aware if their impact on library service. Each public library should orient its staff and users to available automation and technology.

Regardless of size, each public library uses automation and technology. For example, a small library needs to be aware that the interlibrary loan request it makes by mail to a regional library system headquarter will be filled through a computerized interlibrary loan network (KICNET or OCLC.)

Public library staff should be able to describe for their users the various kinds of automated services available through their own and other libraries.

While staff of gateway libraries may not yet have direct access to any automation or computer technology, they should nevertheless be aware of products and services available through these technologies and should be working towards getting records of their collections into machine (computer) readable form. This is the fundamental step for any library to make in its initial approach to automation.

Linking libraries, service centers and resource libraries should use appropriate automation and technology to provide effective public service and library administration. When a library is automated, all materials in its collections should be included in its database.

Discussion of automation and technology covers many new concepts and terms unfamiliar to library staff. The glossary defines many of these terms. For more information about library automation and technology, contact your regional library system headquarter or the State Library.

COMPUTER LITERACY

Computer literacy is an important standard of service for library staff at all levels. Library staff need to know how to use computers to provide service to library users and to perform other library-related tasks.

1. Each public library should provide adequate computer hardware resources and software applications to serve its mission.

2. Each public library should provide adequate time and financial support to maintain staff computer literacy. Computer training may be conducted in-house by library staff or by outside instructors.

TELECOMMUNICATIONS ACCESS

Telecommunications access allows computers and fax machines to communicate via telephone services. Telecommunications provides access to automated interlibrary loan, online databases, electronic mail and fax services. To provide telecommunications access, libraries need computer hardware, software, trained staff and a fax machine. The success of these services hinges on Boards providing local funding support for local telecommunications access.

1. Each public library must have a telephone.

2. Each public library should have access to and be able to use one or more computers with at least one modem and printer.

3. Each public library should use microcomputers and telecommunications for interlibrary loan.

4. Each public library should be aware of and provide access to automated interlibrary loan, CD-ROM and online databases, electronic mail and fax services.

REFERENCE AND INFORMATION SERVICES

1. Library staff who provide reference service should participate in continuing education programs to learn about and stay current in the use of CD-ROM and online database services.

2. All library staff and the library public should be aware of and have access to CD-ROM and online database searches through nearby libraries or their regional library system headquarter. Direct access to multiple online and CD-ROM databases through a network should be a goal.

3. Library staff who provide reference services should have adequate training to conduct the reference interview required for online database searching.

4. In addition to access or use of online database searches, libraries should use in-house databases, CD-ROM products and other technologies whenever possible to provide effective reference and information services.

PERSONNEL TRAINING STANDARDS:

Library Type	Optimum Goal	Minimum Standard
Gateway (fewer than 500 persons)	Library staff will be computer literate and be trained to provide direct access to automated interlibrary loan on CD-ROM and access to CD-ROM and online databases, fax and electronic mail.	Library staff will be computer literate and be trained and knowledgeable enough to directly connect patrons with access to automated interlibrary loan, and all services available at the systems head quarters.
Linking (500-1000 per) Service Center (1000-2500 persons)	Library staff will be computer literate and be trained to provide direct access to automated interlibrary loan using CD-ROM, direct access to fax and access to CD-Rom and online databases and electronic mail.	Library staff will be computer literate and be e.g trained to provide direct access to automated interlibrary loan on CD-ROM and access to CD-ROM and and online databases, electronic mail and fax.
Major Service Center Level I (2,500-10,000 persons)	Library staff will be computer literate and be trained to provide direct access to automated interlibrary loan using CD-ROM and direct access to at least one other CD-ROM database, fax, and electronic mail and access to all system automated products.	Library staff will be computer literate and be trained to provide direct access to automated interlibrary loan using CD-ROM, direct access to fax and access to CD-ROM and online databases a electronic mail.
Major Service Center Level II (10,000-25,000 persons) Major Resource Center Level I	All staff will be computer literate and all reference and information staff will be trained to use automated interlibrary loan on CD-ROM, all other	All library staff will be computer literate and all reference & information staff will be trained to use

Library Type	Optimum Goal	Minimum Standard
and Level II 25,000-100,000+	CD-ROM and online products available in the library, fax and electronic mail. The library will be automated and will provide public access to the catalog with staff trained to assist patrons in its use and uses of other available technoligies all hours that the library is open. One professional librarian will be designated to to supervise online services making provisions for proper training of all support staff.	all available technology. One staff member trained in use of all technology shall be on duty all hours the library is open. The director shall provide for the proper training of all support staff.

AUTOMATION EQUIPMENT STANDARDS:

Library Type	Optimum Goal	Minimum Standard
Gateway (fewer than 500 persons)	One computer with modem and printer and CD-ROM capability.	A telephone in the library
Linking (500-1000 persons) Service Center (1000-2500 persons)	One microcomputer with modem, printer, CD-ROM and a fax.	One computer with modem, printer & CD-ROM capability
Major Service Center Level I (2500-10,000 persons)	Two or more microcomputers with at least one modem and printer, CD-ROM capability and a fax.	One microcomputer with a modem, printer, CD-ROM, a fax.
Major Ser. Cen. Level II (10,000-25,000) Major Resource Center Level I & II (25,000-100,000+	As many computers as needed for the efficient delivery of services.	A sufficient number of computers for the delivery of each type of service.

DATABASE ACCESS STANDARDS:

Library Type	Optimum Goal	Minimum Standard
Gateway library (Less than 500)	Kansas Library Catalog on CD-ROM.	A telephone and direct access to system headquarters.
Linking Library (500-1000) Service Center (1000-2500)	Kansas Library Catalog on CD-ROM.	Kansas Library Catalog on CD-ROM.
Major Service Center Level I (2500-10,000)	Kansas Library Catalog on CD-ROM and at least one other CD-ROM database.	Kansas Library Catalog on CD-ROM.
Major Service Center Level II (10,000-25,000) Major Resource Center Level I (25,000-100,000) Major Resource Center Level II (over 100,000)	Direct access to enough CD-ROM and online databases to meet the needs of local patrons.	Direct access to enough CD-ROM & online databases to meet the most requested patron needs.

STANDARDS FOR LOCAL AUTOMATED SYSTEMS

An integrated library automation system is a computer system designed around a database of machine readable (MARC) bibliographic records for all types of library materials. The system operates through integrated data processing functions and the data serves multiple functions and multiple uses by the public and staff. The automated systems may be bought locally or libraries many participate in cooperative integrated systems.

1. When a public library is automated, all materials in its collections should be included in its database.

2. Libraries without local automation systems should be aware of the various systems available to automate circulation, the public catalog, acquisitions and serials.

3. Libraries without local automation systems should work towards getting records of their collections into machine (computer) readable form and entered on the Kansas Library Catalog. For information about creating machine-readable records, contact your regional library system headquarter or the State Library.

Library Type	Optimum Goal	Minimum Standard
Gateway (Fewer than 500 persons) Linking (500-1000 persons)	All library materials will be in machine readable form.	Libraries will know how to get their materials in machine readable form.
Service Center (1,000-2,500) Major Service Center Level I (2,500-10,000)	Libraries will utilize an automated system to manage circulation and cataloging and to provide a public access catalog.	All library materials will be in machine readable form.
Major Service Center Level II (10,000-25,000)	Libraries will utilize an integrated online library automation system to efficiently manage major library functions. These functions may include acquisitions, cataloging, serials control, circulation and reserve control, interlibrary loan and public access catalog.	Libraries will utilize an automated system to manage circulation, cataloging and provide a public access catalog.
Major Resource Center Level I (25,000-100,000) Major Resource Center Level II (100,000+)	Libraries will utilize an integrated online library automation system to manage major library functions. These functions may include acquisitions, cataloging & authority control, serials control, circulation & reserve control, interlibrary loan and a public access catalog. Systems may also provide access to databases such as local community information files and external information databases through direct tape-load, CD-ROM networks	Libraries will utilize an integrated online library automation system to manage major library functions. These functions may include acquisitions, cataloging, serials control, circulation & reserve control, interlibrary loan and a public access catalog.

Library Type	Optimum Goal	Minimum Standard
	or dialup access. Other system functions may include materials booking, reserve room, scheduling for equipment and meeting rooms and electronic mail. In addition, systems provide networking access to the local automation systems of other regional public libraries.	

LIBRARY PERSONNEL

INTRODUCTION

Personnel of the highest competence and integrity, oriented to community service, are essential to any library's service objectives. Recruitment and development of a library staff is one of the most important tasks of the library board. Smaller libraries, necessarily operating with a smaller staff, should have access to help from professional consultants from the regional library systems and the State Library. In each public library, the staff and consultants should have the collective skills to:

1. Assess community needs, set objectives, evaluate and measure the effectiveness of library programs;

2. Deliver traditional bibliographic services;

3. Select and provide guidance in the use of all library materials;

4. Work within the political and social structures of the community to promote library services;

5. Effectively communicate library policy as formulated by the library board to library staff and the public;

6. Be aware of the application of current and emerging technologies and begin to implement those technologies which will provide faster and more effect information transfer to the community.

PERSONNEL POLICIES

All positions in a public library should be established and organized as part of a career service. Every library, including Gateway and Linking libraries, should have a written personnel policy with position descriptions, as well as the educational requirements for each position. As an aid to permanent employees, the personnel policy should also be applied to volunteers.

To promote continuity of service and policy every library should have a permanent staff. Library staff members should receive wages or salaries and benefits which are equivalent to those received by other educators and public employees in the community who have similar levels of skill, experience and responsibility.

Components of a written personnel policy include:

1. Appointment, promotion and dismissal of personnel in libraries on the basis of merit, without regard to race, sex, marital status, national origin, political opinion, age, religious belief or handicap.

2. A specified probationary period for new employees, and periodic evaluation of all staff members.

3. An outline of benefits, such as vacation and sick leave allowances, retirement, health and life insurance.

4. An outline of policy concerning library leaves of absence, and absence with pay for continuing education activities.

5. A clearly stated schedule of paid library holidays and days when the library will be closed.

6. A salary schedule modeled on local school and/or city/county employee schedules and comparable to those schedules.

STAFFING LEVELS

The number of staff members should be sufficient to perform the duties involved in selecting, organizing and interpreting the materials and to provide consistently efficient service during hours when the library is open to the public.

Each public library needs the services of a professionally trained librarian, either directly employed by the library board, contracted for through the library system, or jointly employed by two or more libraries.

Every library board should employ no fewer than one paid librarian to administer the service plan and no fewer than one paid substitute. Every library serving an area of more than 1,000 people should hire one additional employee to handle minimum basic services for each 1500 people in the service area up to a population of 25,000 and at least 1/2 FTE for every 1500 people over 25,000. Outreach activities, comprehensive programming, or other special services, will require additional staff.

SALARY SCHEDULES AND MINIMUM SALARY STANDARDS

As stated on page 16, salaries should be between 65 and 70% of the library's total operating budget. To insure quality staff, Boards of Trustees should adopt salary schedules comparable to and competitive with local city/county and school district salary schedules for positions with similar education, experience and responsibilities.

Salary schedules should provide for regular increases and provisions for merit increases for superior performance and continuing education recognition. The minimum recommended entry-level salary for an MLS librarian set by the Kansas Library Association is $23,500. According to federal law, libraries may not pay less than current minimum wage for any position.

CONTINUING EDUCATION

Each library board should adopt a written continuing education policy (See Appendix B for sample). Staff at all levels of service have the right to continuing education opportunities and a responsibility to participate in them. Library boards should be committed to the continuous development and improvement of personnel and should include continuing education expenses within library budgets.

All staff members should have the opportunity to attend workshops provided by the regional system of cooperating libraries which relate to their jobs and to take a minimum of eight hours of continuing education contact hours each year. Staff members should also be encouraged to visit at least one other library each year.

PROFESSIONAL ASSOCIATIONS

Membership in the Kansas Library Association (KLA) should be maintained by the library for the institution and all of the library's trustees and supervisory staff. Memberships in the Mountain Plains Library Association (MPLA) and the American Library Association (ALA) are encouraged.

Directors/head librarians should be actively involved in KLA. Members of ALA and/or MPLA should participate in their organizations conventions and conferences. Other staff members should attend all meetings and workshops related to their jobs.

Within budget limitations, library directors/head librarians should request funds from the board for financial assistance at conferences. At the minimum, time with pay should be allowed to staff members wishing to attend meetings and conferences sponsored by library organizations of which they are members.

FRIENDS OF THE LIBRARY

The organization and maintenance of volunteerism in libraries is essential. Throughout the history of Kansas libraries, citizens have organized in support of library programs. Such groups have proven to be indispensable to the success of most libraries.

Timely information concerning the founding of a library support group is available from the Friends of Kansas Libraries and from its parent organization -- Friends of Libraries: U.S.A.

FOKL
c/o Topeka Public Library
1515 West Tenth St.
Topeka, KS 66604

FOLUSA
c/o American Library Association
50 East Huron St.
Chicago, IL 60611

MATERIALS

INTRODUCTION

Library materials may include virtually any print format, or nonprint information or any other item which can be used or loaned to the public.

COLLECTION DEVELOPMENT POLICY

A written collection development policy should set forth the collection's purposes and the community's needs to be reflected in acquiring materials. It should describe the scope, emphasis, and limits of the collection; it should reaffirm the library's position on supplying resources on controversial subjects; and it should record the policies which govern weeding of obsolete materials. The collection development policy should incorporate the statements of the American Library Association's Bill of Rights, the Freedom to Read, the Freedom to View, and the Free Access to Libraries for Minors. (See Appendix C for copies of these statements and a model collection development policy).

No single formula for allocation of the materials budget can reflect the unique needs of a local community. The Collection Development Policy determines the allocations of the materials budget. It should be reviewed annually so as to keep abreast of the emerging and changing needs of the community.

SELECTION POLICY

Every public library should have a written policy for the selection of library materials (see Appendix C for sample selection policy).

Factual accuracy, effective expression, content significance, sincerity, responsibility of opinions, and appropriate format are important factors to be considered in selection.

Professionally recognized sources and guidelines should be used in the selection of materials, e.g. Public Library Catalog, Fiction Catalog, Children's Catalog, Library Journal, School Library Journal, Booklist, New York Times Book Review, Publishers Weekly.

Selection should reflect the special needs identified in the community assessment process, as well as anticipate needs before they are clearly expressed, and should go beyond the requests of those groups who have come to use the library regularly.

Materials selection for the adult collection is intended for mature readers and should not be restricted by the possibility that children may obtain materials which their parents or legal guardians consider inappropriate. Ultimate responsibility for children's reading rests with parents or legal guardians. The library should not seek to assume parental responsibility in this regard. The library should not serve in loco parentis.

The materials selection policy should be reviewed annually to meet the emerging and changing needs of the community.

WEEDING OF OBSOLETE MATERIALS

Systematic removal of materials is essential to maintain the quality and purpose of the collection. A written weeding statement should be included in the collection development policy to provide guidelines for the removal of outdated, damaged, inaccurate, duplicated, and unused materials from the collection. The statement should also indicate methods for disposal of materials, such as donating, selling, discarding, or other means.

In determining which items to withdraw, use standard guides such as Evaluating and Weeding Collections...: The CREW Method, ALA, 1980, by Joseph P. Segal; or Weeding Library Collections, II, 2nd rev. ed., Libraries Unlimited, 1982, by Stanley J. Sloate.

The CREW method has specific formulas for weeding of the various Dewey classes. Each formula follows the same format:

1. the first figure refers to the years since the book's last copyright date (showing age of material in the book);

2. the second figure refers to the maximum permissible time without usage (in terms of last recorded circulation);

3. the third refers to presence of various negative factors, called MUSTY factors. For example, the formula 8/3/MUSTY could be read: consider a book in this class ready for discard when its latest copyright is more than eight years ago, when the last circulation was three years ago and when it possesses one or more of the MUSTY factors.

MUSTY is an acronym for five negative factors which ruin a book's usefulness, and mark it for weeding:
M=Misleading (or inaccurate)
U=Ugly (worn beyond mending)
S=Superseded by new edition, or better book on subject
T=Trivial (no discernible merit)
Y=Your collection has no use for this book (currently irrelevant).

Sloate's Weeding Library Collections involves a Spine-Marking Method to measure and record the shelf-time period characteristics of that part of the collection being used. It involves applying two self-adhesive dots to the spine of each volume used. The spine mark established the beginning of a shelf-time period, which is then used to determine when weeding should occur.

This method involves a time lag before weeding can be undertaken. It is a method used to create data about the collection before weeding occurs. Any volume that is marked on the spine at the time of use is automatically excluded from weeding. This reduces the number of volumes which have to be considered as likely weeding candidates.

Weeding here can be so simple that after the "weeding signal" is given (as after one year) every volume lacking a spine mark is removed and is seriously considered for weeding. This is a relatively simple procedure, but does require good pre-organization to guarantee the spine-marking procedures.

All withdrawn items should be removed from the Kansas Library Catalog through an arrangement with the regional system of cooperating libraries and the Kansas Library Catalog Maintenance Center at the State Library.

CENSORSHIP

Care must be exercised so that specific groups or individuals do not unduly influence additions to or withdrawals from the collection. The denial of access to materials meeting established standards of selection, and serving particular groups or needs in the community due to pressure from groups outside the library, must be resisted. Requests for reconsideration of a selection decision should be in writing and in accordance with an established policy and procedure. The Library Bill of Rights and the ALA Statement of Concern about Library Resources form should be available at the circulation desk. (See Appendix C for copies of these items.) All public service staff should not only be aware of the availability of the forms but should also have training in effectively handling a patron requesting reconsideration of library materials.

ROLE OF COOPERATION

As Library Systems strive to become multitype, the role of cooperation becomes even more important and necessary. All types of libraries within a given area should plan to meet on a regular basis to discuss ways to cooperate to provide better library service to the local shared community.

The composition of the non-fiction collection should be influenced by the availability of other collections in the community, area, and system. Joint planning for materials selection and acquisition should be coordinated among the public library and other types of libraries in the locality to provide material to the community based upon the realistic recognition of the functions of each agency.

Communication should be maintained among libraries in a locality so that coordinated collection development is used to avoid duplication of acquisitions where duplicate holdings are not necessary for each library to fulfill its service responsibility. While some duplication of basic holdings is necessary, efforts should be made not to duplicate other collections in the area except when such services or collections are needed in greater quantity at varying hours or in more convenient locations than normally provided.

1. Public libraries should establish means to be informed regularly about other library resources in the community and area as well as the system.
2. Communication should be established so that each library in a system is made aware of which library materials are being purchased within the system.
3. Efforts should be made to develop, finance, and implement cooperative plans for the public use of special collections.

4. Libraries of all types should work together to develop coordinated strengths in special subject collections.

5. Libraries should seriously consider centralizing purchasing, cataloging, and processing.

RECOMMENDED COLLECTION SIZE

BOOKS

The optimum and minimum number of books per capita are identified in the following table. These figures may include rotating and bulk loan collections.

Library Type	Optimum Goal	Minimum Standard
Gateway	20 volumes per capita	5,000 volumes
Linking	15 volumes per capita	10,000 volumes
Service Center	10 volumes per capita	15,000 volumes
Major Service Center I	7 volumes per capita	25,000 volumes
Major Service Center II	5 volumes per capita	70,000 volumes
Major Resource Center I	4 volumes per capita	125,000 volumes
Major Resource Center II	3 volumes per capita	300,000 volumes

In addition, the public library user should have access through the interlibrary network and the regional system of cooperating libraries to a minimum of 2,500,000 titles (one title per capita for every Kansas resident).

Annual additions to the book collection of each public library should equal five percent of the number of books recommended as minimum standard for collection size.

PERIODICALS

Each public library should maintain a periodical collection. Subscriptions to periodicals and a Reader's Guide to Periodical Literature or a similar index can provide the most current information on a variety of topics in a small amount of space. Periodical titles should be selected and annually reviewed to cover a wide range of community interests. The collection should also contain library oriented periodicals, such as American Libraries and Library Journal, to encourage the staff and library board's continuing education and awareness.

Public libraries should also provide local, regional, and national newspapers. *Guidelines for current periodical subscriptions appear below. Every library should subscribe to SUFFICIENT standard general periodical indexES in print or electronic database format in order to allow effective utilization of the local collection and the resources available through interlibrary loan. At least 70% of the subscriptions should be indexed in a standard index source.

Library Type	Optimum Goal	Minimum Standard	Back Files Kept*
Gateway	20	12	1-2 yrs
Linking	30	20	1-2 yrs
Service Center	75	40	3-5 yrs
Major Ser. Center I	150	75	5-10 yrs
Major Ser. Center II	275	150	5-10 yrs
Major Res. Center I	450	275	10-15 yrs
Major Res. Center II	100 subscriptions per 10,000 persons	1000	15-25 yrs

* Refers to those print publications most used and most significant for reference value, not to all publications received. Adequacy of periodical service provided through the regional system of cooperating libraries will influence the number of back files and the length of time they are kept.

NONPRINT MATERIAL

The library should provide nonprint materials in a variety of formats including but not limited to microforms phonorecords, videotapes, audiotapes, art prints, filmstrips, kits, 16mm film, toys and games, useful household equipment, patterns, cameras, typewriters, compact discs, computer software and online databases. Suitable and sufficient equipment needed to use these nonprint materials should be provided by the library.

Nonprint materials should be selected on the basis of community analysis and should be provided as extensively as the limits of avail- ability, usefulness, and physical arrangement will permit. In addition to actively collecting in a minimum of two or three formats, Gateway and Linking libraries also may borrow nonprint materials from the headquarters of their regional systems of cooperating libraries and the State Audiovisual Center. Other libraries should actively promote the use of interlibrary loan and the State Audiovisual Center as a supplement to the nonprint holdings in their local collections. Current information about the resources of the State Audiovisual Center and the procedures for obtaining these materials should be available to all patrons. Libraries should maintain nonprint collections as shown by the chart below. The chart refers to formats in which the library is actively collecting.

*Library type	Optimum goal	Minimum standard
Gateway	2 formats	1 format
Linking	3 formats	2 format
Service Center	5 formats	3 formats
Major Service Center I	8 formats	5 formats
Major Service Center II	10 formats	6 formats
Major Resource Center I	12 formats	7 formats
Major Resource Center II	14 OR MORE Formats	8 formats

VISUALLY AND PHYSICALLY HANDICAPPED

Consideration should be given to the special needs of visually and physically handicapped patrons and special attention paid to the 1992 Americans With Disabilities Act. Every library should clearly identify and actively promote materials including large print books, magnifiers, talking book cassettes, and tape cassettes to permit access by the handicapped to these resources. These materials should be available directly from the library or through the regional center for library service for the handicapped. Each library should provide application forms for potential users of the talking book program and should provide assistance in applying for and using this service.

GOVERNMENT DOCUMENTS

Each public library should provide public access to information related to the process of local government including records of local government affairs as indicated by public need and demand. Each library should also serve as the collecting agency and repository for data required for community and area economic development and planning. Access to state and federal documents should be provided through interlibrary loan and local holdings based on community needs. Local library public service staff should be knowledgeable about the resources of other public service agencies such as county extension offices, county law libraries, and hospital and institution libraries.

LOCAL HISTORY

Each public library should acquire and organize a collection of local history materials for the entire service area in cooperation and coordination with local historical societies, museums, educational institutions and other public agencies that maintain these materials. Public access to these materials should be available during all hours of library operation.

ORGANIZATION AND CONTROL

Library materials should be organized and controlled so as to enhance their effective use.

1. All print and nonprint materials of lasting value should be cataloged, and a current catalog maintained. Recognized professional practices should be utilizes in cataloging and classification of materials. The format of the catalog may be card, book, microfilm, machine-readable, or other form depending upon such factors as complexity of collection, cost, and catalog practices already in use. Catalog and inventory control records should be current with the catalog entries for materials no longer in the collection promptly removed.

2. Cataloging and classification of all new library materials should be included in the Kansas Library Catalog (KLC) directly by each library through the regional library system or the KLC Maintenance Center. Catalog entries for materials no longer in the collection should be removed from the KLC promptly, either directly by the library, through the regional library system or the KLC Maintenance Center.

3. The arrangement of materials should be based on considerations for orderly location, ease of access, nature of the materials, their use, and their permanence. Books should be shelved according to a logical arrangement, such as by author or subject classification. Other types of materials may be arranged as their format and use dictate e.g., pamphlets, musical scores, clippings, pictures, maps, paperbacks, etc. Special collections which deviate from the logical order of the main collection should be kept to a minimum.

4. Each item in the collection should be marked with identification of ownership.

5. The library should have a manual with clearly defined procedures for acquisition, processing, tracking the status of orders, and documenting fiscal control.

6. In the interests of effective bibliographic control and resource sharing, the Library of Congress MARC standard and the standards identified in AACR2 should be followed for uniformity in the organization of materials.

7. All library materials should be maintained in a presentable condition. Replacement or rebinding of highly used items may be more economical than repair.

PHYSICAL FACILITIES

INTRODUCTION

The library building should be efficient in organization for use by patrons and library staff, flexible in allowance for options in uses of space, inviting and expandable. The most important consideration in facility design is planning for a specific community because no single, standard building could be duplicated for every library situation. Local service needs differ and the nature of library service in each community will determine the type of physical facility required. For this reason, the identification of quantitative standards are less valuable than an analysis of the library's functional needs. Building/renovation plans should begin with a careful evaluation of the particular community, its environment, its current and future needs, and the library's current and future services. To provide modern, comprehensive library service there must be a welcoming atmosphere of freedom and openness which will encourage a wide segment of the population to use the library and regard it as an essential component of community life.

Libraries may be in buildings shared with other community functions. Where libraries are not in a building solely dedicated to library activities, the library should have a separate exterior entrance and the collection and equipment should be separated in an area that can be secured, available to the public on evenings and weekends and clearly identified with exterior signage.

The library's physical plant should be periodically evaluated. This section provides general guidelines for such an evaluation, and may also be used in planning expansion of physical facilities by renting, leasing, renovation, or new construction.

EVALUATION OF PHYSICAL FACILITIES

LIBRARY ROLES

Foremost among all considerations of physical facilities are the roles that each library chooses to fulfill in the community. The library building committee must identify all targeted use-groups and be aware of all special facility requirements necessary to meet the needs of these groups.

SITE ANALYSIS

The site of the public library should be chosen to provide maximum utility to patrons. It should be located on or close to a major thoroughfare, convenient to public transportation and in an area that attracts a large number of people in the course of their daily activities. Only sites in developed areas should be considered. The determination of the location should be based upon authoritative predictions of community growth and expansion.

Adequate and convenient parking should be available to the library's patrons and staff at or near the library site.

The building committee must have a definite plan for obtaining the site, i.e., will the land be purchased, leased, donated, etc. There should be clear and specific identification of title and ownership to the site and library facility.

INTERNAL SPACE ANALYSIS

The internal site analysis refers to the study of all items directly related to fulfilling the library's role in the community. A well-planned new facility or significant renovation/addition can allow programming and collection development improvements that can increase library use by 30-50%. The analysis is not limited to the interior of the facility. To analyze the requirements for internal spaces, the library building committee should employ the following three-step procedure:

1. Identify each activity function and list the occupant and/or fixture requirements. For example, if the activity is checking out books, the committee should determine the number of work spaces necessary to do the task, and also any special needs such as computer terminals or file drawers.

2. Identify the location of activity areas so that different activities which can give mutual support are together and activities which are less compatible are separated. For example, should the young adult reading area be near the juvenile materials or the adult materials? How close should the workroom be to the circulation desk?

3. Identify any special requirements for the activity such as lighting, acoustics, security, supervision, equipment, electrical circuits and outlets, etc.

Appendix D includes a sample form to use when making these internal space analyses.

Eight categories should be considered when analyzing the activities of the library: collections and reading areas, staff areas, public service ares, special use areas, non-assignable areas, interior environment, exterior treatment, and structure requirements.

COLLECTIONS AND READING AREAS:

Materials and reading areas should be easily accessible to users upon entering the building.

Adequate space should be allowed for the adult collection with areas for non-fiction, fiction, and reference collections. Future growth of these collections must be considered.

Space should be allocated for materials and services to children. Story hour space may be separate or may be merged with multi-purpose meeting rooms. Modern acoustical treatment of the children's area and/or a separate children's room may be appropriate.

Space should be considered for services to meet the transitional needs of young adults, even though their reading interests and educational requirements may be met in the adult area.

Accommodations for a Kansas room and a local history area should be considered.

Accommodations for materials in non-book formats must be considered. Plans should be flexible to allow for changes as dictated by technology and changing community needs.

The catalog should be located in a central area easily accessible to the user, the staff, and to the materials.

PUBLIC SERVICE AREA

Circulation desk, entrance area, perhaps drinking fountain and public phone, room for patrons to greet each other without blocking service area all are considerations in providing this area. Room for public access catalogs, public use typewriter and computer areas are based on the assessed community needs and the library's roles and function.

STAFF AREAS:

Circulation, reference and technical service areas should be designed to accommodate support technologies.

The building committee must plan for the needs of the staff to ensure that staff members can perform their daily tasks effectively. This includes decisions about separate or shared work areas, equipment needs, numbers of stations in each work area, immediate access to sinks, adequate storage, etc.

Facilities should be provided for the personal needs of the library staff, such as a lounge, kitchen, lockers, and restrooms.

SPECIAL USE AREAS:

Space designed for group activities is an asset to the library, especially if the space can accommodate children's or adult programming. A multi-purpose room can be an even greater asset to the library. If a multi-purpose room is included, a separate entrance to the room should be considered so that it may be used after library hours while ensuring the security of the rest of the library. Auxiliary space for chairs, folding tables, coats, audio and exhibit equipment, restrooms and a kitchenette should also be considered. Exhibit space and a bulletin board should be provided for use by the library and the community.

NON-ASSIGNABLE AREAS:

Restrooms for staff and public should be provided and located to permit adequate supervision. A drinking fountain should be available.

Stairways, elevators, book lifts, and space for heating, plumbing, and air-conditioning and other environmental considerations should be located so as not to interfere with flexibility in arrangement of future alterations. If the building occupies more than one level, an elevator should be included.

INTERIOR ENVIRONMENT:

Building lay-out should be designed to maintain ease of traffic flow. Future growth, flexibility, and the need for adequate visual supervision must be considered when placing interior load bearing walls. The needs of the disabled and people of all ages should be considered when planning aisles, stairs, elevators, restrooms, telephones, furniture, etc.

Proper climate control should be provided for the comfort of the public and the staff, as well as the preservation of library materials.

Special attention should be paid to the energy efficiency of the entire facility.

Lighting should be maintained at these Equivalent Sphere Illumination (ESI) levels:

study areas	100+ ESI
casual reading/work areas	30-70 ESI
restrooms	25 ESI
corridors	15 ESI

Construction materials, equipment and furnishings should be selected considering esthetics, commercial-grade durability, comfort, and local and state fire codes.

Modern acoustical treatment should be used to control sound.

Adequate and appropriate signs should identify the library's service areas as well as the library collection; i.e., Adult Service, Reference, Children's Room, etc.

EXTERIOR TREATMENT:

The exterior of the library should be aesthetically pleasing and should incorporate functional characteristics. The architecture should meet the requirements of the library's program needs. Landscaping should be planned to enhance the architectural design of the building, to require minimal maintenance and to allow for possible exterior uses.

A conveniently located exterior book return should provide for after-hour access. The book return should be designed for ease of maintenance by the library staff and should be fire proof.

Lighting should be sufficient to provide ease of access and personal safety to and from parking areas and along all walkways around the exterior of the building. Sufficient exterior lighting provides an additional measure of security for the building.

A highly visible exterior sign should identify the library from adjacent public roadways. The municipality should provide directional signs to the library from all major thoroughfares.

STRUCTURE REQUIREMENTS:

The library should ensure accessibility for the disabled according to interpretations of the Americans With Disabilities Act.

All public libraries should comply with safety, fire, sanitary, and other local building codes. Libraries in cities without local building code jurisdictions should request that the architect employ a national building code such as the Uniform Building Code (UBC) or the Building Officials and Construction Administrators (BOCA) Code.

New buildings should provide a storm shelter.

Guidelines and standards for library space requirements are included in Appendix A.

HINTS: 1. Have a separate exterior entrance in shared-use buildings.

2. When planning new construction avoid a flat roof.

3. Double the number of electrical outlets and phone jacks the planners estimate.

4. North entrances are not energy efficient.

5. Disabled accessibility is required whenever public funds are used for construction.

6. Murphy's law: no matter how large a building you build, in five years it will be too small!

CONSTRUCTION AND RENOVATION

When it is determined that an existing facility restricts the delivery of needed services, improvement of the physical facility should be considered. The improvement and maintenance of the physical facilities should be planned as a part of a long-range library development program, anticipating needs for a twenty year period. It is not unrealistic to be involved in the planning and needs evaluation process for a totally new facility or significant renovation for one to three years.

Planning a new library building, renovating an existing structure, or considering adapting a building in another location as a library facility all start with a methodology of informed and thoughtful programming which should result in a carefully written building program statement, developed by the librarian, library staff and board of trustees with the assistance of a qualified library building consultant.

The plan should state in detail the type and quality of library service desired and can serve as written instructions to the architect. A significant facility expansion can allow collection development and programming improvements that can increase library use by 30-50%.

This potential increase in activity should be accommodated in the library planning document. Each of the considerations detailed in the physical facilities section should be included in the building plan.

BUDGET CONSIDERATIONS

Before a library board employs an architect, it must determine if there are sufficient funds to complete a building program and maintain the new facility. This includes an accurate accounting of cash on hand, requirements for federal assistance, and the availability of local funding.

EMPLOYING THE ARCHITECT

While an experienced architect is an important participant in any sufficient building improvement, small projects of minimal complexity may not require the services of an architect. If there is question about this, the library administrator or board should discuss this point with a planning consultant of the regional library system or with the staff of the Library Development Division of the State Library.

Once a commitment is made to implement a building project, the administrative librarian, the library board, a library building consultant and a qualified architect should work in full cooperation *to the completion of the building project with assistance from such* consultants as needed.

The library board should have all contractual agreements reviewed by an attorney familiar with municipal law so as to ensure that the interests of the board are adequately represented.

MEANS OF EVALUATION

Among the criteria to evaluate an architect are:

*willingness to respond to the unique needs of the library service program and to design a building to meet those needs
*review of the credentials of the firm and proposed project personnel
*design approach of the personnel and the firm
*compatibility of the project personnel and the building committee

TECHNICAL AND FINANCIAL INFORMATION

Several types of information must be provided to an architect before work can begin on a building project. The information which should be provided by the building committee includes:

*a building program. The basis for this information is the analysis of the library activities described earlier.
*the identification of a representative from the building committee to whom the architect should report.
*a site survey. This will include a legal description of the site, information about easements and setbacks, topography, and soil testing.
*a budget for the project.
*a schedule/time table for the project. Any special funding requirements (funds not available until a certain date, ground must be broken by a certain time, etc.) should be reported to the architect.

APPENDIX A

SUMMARY OF STANDARDS BY LIBRARY TYPE

GATEWAY LIBRARY

This level of service will usually include
service populations of fewer than 500.

A Gateway Library provides a communications access point with trained personnel so that patrons of all ages can be linked to information services meeting their personal and professional needs. Emphasis is placed on supplying current purchased and donated materials supplemented by an extensive bulk loan collection. Reference information is provided through a basic ready-reference collection, the Kansas Library Catalog and extensive use of the regional system of cooperating libraries' reference services and interlibrary loan. The facility, utilities and telephone should be provided at no cost to the library's operating budget.

GOALS AND STANDARDS

SERVICE

Hours of Operation:
Optimum Goal -- 20 hours per week
Minimum Standard -- 10 hours per week

AUTOMATION AND TECHNOLOGY:

Personnel Training Standards:

Optimum Goal -- Library staff will be computer literate and be trained to provide direct access to automated interlibrary loan on CD-ROM and access to CD-ROM and online databases, fax and electronic mail.

Minimum Standard -- Library staff will be computer literate and be trained and knowledgeable enough to directly connect patrons with access to automated interlibrary loan and all services available at the systems headquarters.

Automation Equipment Standards:

Optimum Goal -- One computer with modem, printer and CD-ROM capability.

Minimum Standard -- A telephone in the library.

Database Access Standards:

Optimum Goal -- Kansas Library Catalog on CD-ROM

Minimum Standard -- A telephone and direct access to system headquarters.

Automated System Standards:

Optimum Goal -- All library materials will be in machine readable form.
Minimum Standard -- Libraries will know how to get their materials in machine readable form.

MATERIALS

Books:

Optimum Goal -- 20 books per capita, but not fewer than 5000
Minimum Standard -- 5,000 volumes

Periodicals:

Optimum Goal -- 20 subscriptions with back files kept 1-2 years
Minimum Standard -- 12 subscriptions with back files kept 1-2 years

Nonprint Materials:

Optimum Goal -- Selected on the basis of community analysis but to be not fewer than two formats
Minimum Standard -- selected on the basis of community analysis but to be in at least one format

Materials standards are based upon collections of up-to-date and popular publications in clean and well-repaired condition. Out-of-date materials and volumes in poor condition should not be counted toward these quantitative standards. For information about weeding see Part VII.

Non-print standards are based upon actively collected formats.

PERSONNEL

Staffing Level: One paid librarian and no fewer than one paid substitute

PHYSICAL FACILITIES

	Optimum	Minimum
Shelving, Linear Feet (7 vols. @ L.F. + 100 L.F.)	1,450 L.F.	1,000 L.F.
Shelving Floor Space, Square Feet (1 S.F. @ 15 vols. + 100 S.F.)	760 S.F.	500 S.F.

	Optimum	Minimum
Reader Seating (Reader seating includes units for both children and adults but does not include space FOR chairs necessary for group activities.)	15	12
Reader Space, Square Fee (@ 30 S.F.)	450 S.F.	400 S.F.
Staff Work Space, Square Feet (@ 150 S.F.)	450 S.F.	300 S.F.
Public Service Ares (Check out desk, entrance, etc.)	100 S.F.	64 S.F.
Additional Service Space, Square Feet (Additional service space includes areas for group activities or a multi-purpose room, heating and air- conditioning, restrooms, custodial storage, and storage for equipment and supplies.)	400 S.F.	300 S.F.
Unassignable Space, Square Feet (Unassignable space includes areas occupied by ductwork, elevators, halls, entrance/exit areas and other non-service spaces.)	100 S.F.	100 S.F.
Total Floor Space, Square Feet	2,260 S.F.	1,664 S.F.
Patron Parking	15	10
Staff Parking	3	2

L.F. = linear feet of shelving or storage
S.F. = square feet of floor space

For the purposes of these standards, the minimum levels are those required to provide a basic level of operation and which will minimally meet the information needs of the community. Libraries should strive to attain all minimum standards by 1994. Optimum goals indicate resource levels required to support the roles chosen during the planning and role setting process. Libraries which exceed these optimum goals provide outstanding service.

LINKING LIBRARY

This level of service will usually include
service populations of 500 - 1000 persons.

A Linking Library provides an access point with trained personnel so patrons of all ages can be linked to information services meeting their personal and professional needs. Emphases placed on providing a program of service which encourages people to interact with information resources which support identified roles in the community. Information is supplied through a locally owned collection of current materials supplemented by an extensive bulk loan collection. Reference information is supplied through a basic ready-reference collection, the Kansas Library Catalog, and extensive use of reference services provided by the local regional system of cooperating libraries and interlibrary loan. Materials in the collection should focus on contemporary interests of the community with reference assistance provided through major reference service supports.

GOALS AND STANDARDS

SERVICE

Hours of Operation:
Optimum Goal -- 25 hours per week
Minimum Standard -- 15 hours per week

TECHNOLOGY AND AUTOMATION:

Personnel Training Standards:

Optimum Goal -- Library staff will be computer literate and be trained to provide direct access to automated interlibrary loan using CD-ROM, direct access to fax and access to CD-ROM and online databases and to electronic mail.

Minimum Standard -- Library staff will be computer literate and be trained to provide direct access to automated interlibrary loan on CD-ROM and access to CD-ROM and online databases, electronic mail and fax.

Automation Equipment Standards:

Optimum Goal -- One computer with modem, printer, CD-ROM capability and a fax machine.

Minimum Standard -- One computer with modem, printer & CD-ROM capability.

TECHNOLOGY AND AUTOMATION (cont):

Database Access Standards:

Optimum Goal -- The Kansas Library Catalog on CD-ROM
Minimum Standard -- The Kansas Library Catalog on CD-ROM

Automated Systems Standards:

Optimum Goal -- All library materials will be in machine readable form.
Minimum Standard -- Libraries will know how to get their materials in machine readable form.

MATERIALS

Books:

Optimum Goal -- 15 books per capita, but not fewer than 10,000
Minimum Standard -- 10,000 volumes

Periodicals:

Optimum Goal -- 30 subscriptions with back files kept 1-2 years
Minimum Standard -- 20 subscriptions with back files kept 1-2 years

Nonprint Materials:

Optimum Goal -- Selected on the basis of community analysis but to be in not fewer than three formats
Minimum Standard -- Selected on the basis of community analysis but to be in not fewer than two formats

Materials standards are based upon collections of up-to-date and popular publications in clean and well-repaired condition. Out-of-date materials and volumes in poor condition should not be counted toward these quantitative standards. For information about weeding see Park VII.

Non-print standards are based on actively collected formats

PERSONNEL

Staffing Levels: One paid librarian and no fewer than one paid substitute

PHYSICAL FACILITIES

	Optimum	Minimum
Shelving, Linear Feet (7 vols @ L.F. + 100 L.F.)	2,250 L.F.	1,450 L.F.
Shelving Floor Space, Square Feet (1 S.F. @ 15 vols. + 100 S.F.)	1,100 S.F.	760 S.F.
Reader Seating (Reader seating includes units for both children and adults but does not include space or chairs necessary for group activities.)	18	15
Reader Space, Square Feet (@ 30 S.F.)	550 S.F.	450 S.F.
Staff Work Space, Square Feet	450 S.F.	300 S.F.
Public Service Area	144 S.F.	100 S.F.
Additional Service Space, Square Feet (Additional service space includes areas for group activities or a multi-purpose room, heating and air-conditioning, restrooms, custodial storage, and storage for equipment and supplies.	500 S.F.	400 S.F.
Unassignable Space, Square Feet (Unassignable space includes areas occupied by ductwork, elevators, halls, entrance/exit areas and other non-service spaces.	150 S.F.	150 S.F.
Total Floor Space, Square Feet	2,894 S.F.	2,160 S.F.
Patron Parking	18	15
Staff Parking	4	3

L.F. = linear feet of shelving or storage
S.F. = square feet of floor space

For the purposes of these standards, the minimum levels are those required to provide a basic level of operation and which will minimally meet the information needs of the community. Libraries should strive to attain all minimum standards by 1994. Optimum goals indicate resource levels required to support the roles chosen during the planning and role setting process. Libraries which exceed these optimum goals provide outstanding service.

SERVICE CENTER

This level of service will usually include
service populations of 1000 - 2500.

The mission of a Service Center Library is to provide high interest, popular resources to meet the educational, recreational and informational needs of community residents of all ages. A Service Center Library's collections should reflect broad subject coverage with materials in a variety of formats. The library's resources shall be supported through the services and resources of the system headquarters, the Kansas State Library and the interlibrary loan system.

GOALS AND STANDARDS

SERVICE

Hours of Operation:
Optimum Goal -- 40 hours per week
Minimum Standard -- 25 hours per week

TECHNOLOGY AND AUTOMATION:
Personnel Training Standards:

Optimum Goal -- Library staff will be computer literate and be trained to provide direct access to automated interlibrary loan using CD-ROM, direct access to fax and access to CD-ROM and online databases and electronic mail.
Minimum Standard -- Library staff will be computer literate and be trained to provide direct access to automated interlibrary loan on CD-ROM, and access to CD-ROM and online databases, electronic mail and fax.

Automation Equipment Standards:

Optimum Goal -- One computer with modem, printer, CD-ROM and a fax machine.
Minimum Standard -- One computer with modem, printer and CD-ROM capability.

Database Access Standards:

Optimum Goal -- The Kansas Library Catalog on CD-ROM.
Minimum Standard -- The Kansas Library Catalog on CD-ROM.

Automated Systems Standards:

Optimum Goal -- Libraries will utilize an automated system to manage circulation and cataloging and will provide a public access catalog.

Minimum Standard -- All library materials will be in machine readable form.

MATERIALS

Books:

Optimum Goal--10 volumes per capita but not fewer than 15,000
Minimum Standard -- 15,000 volumes

Periodicals:

Optimum Goal -- 75 subscriptions with back files kept 3-5 years
Minimum Standard -- 40 subscriptions with back files kept 3-5 years

Nonprint:

Optimum Goal -- Selected on the basis of community analysis but to include not fewer than five formats.
Minimum Standard -- selected on the basis of community analysis but to include not fewer than three formats.

Materials standards are based upon collections of up-to-date and popular publications in clean and well-repaired condition. Out-of-date materials and volumes in poor condition should not be counted toward these quantitative standards. For information about weeding see Park VII.

Nonprint materials are based on actively collected formats

PERSONNEL

Staffing Levels: One administrative librarian and, in addition, one additional full-time equivalent employee for every 1500 people in the service area and one paid substitute.

PHYSICAL FACILITIES

	Optimum	Minimum
Shelving, Linear Feet (7 vols @ L.F. + 200 L.F.)	3,670 L.F.	2,250 L.F.
Shelving Floor Space, Square Feet (1 S.F. @ 15 vols + 400 S.F.)	2,050 S.F.	1,400 S.F.

	Optimum	Minimum
Reader Seating (Reader seating includes units for both children and adults but does not include space or chairs necessary for group activities.)	20	18
Reader Space, Square Feet (@ 30 S.F.)	600 S.F.	550 S.F.
Staff Work Space, Square Feet	500 S.F.	350 S.F.
Public Service Area	225 S.F.	144 S.F.
Additional Service Space, Square Feet (Additional service space includes areas for group activities or a multi-purpose room, heating and air-conditioning, restrooms, custodial storage, and storage for equipment and supplies.)	600 S.F.	450 S.F.
Unassignable Space, Square Feet (Unassignable space includes areas occupied by ductwork, elevators, halls, entrance/exit areas and other non-service spaces.)	200 S.F.	150 S.F.
Total Floor Space, Square Feet	4,175 S.F.	3,044 S.F.
Patron Parking	20	18
Staff Parking	5	4

L.F. = linear feet of shelving or storage
S.F. = square feet of floor space

For the purposes of these standards, the minimum levels are those required to provide a basic level of operation and which will minimally meet the information needs of the community. Libraries should strive to attain all minimum standards by 1994. Optimum goals indicate resource levels required to support the roles chosen during the planning and role setting process. Libraries which exceed these optimum goals provide outstanding service.

LEVEL I MAJOR SERVICE CENTER

This level of service will usually include
service populations of 2500 - 10,000.

The mission of a Level I Major Service Center Library is to provide modern library resources, services and programs necessary to meet the educational, recreational and informational needs of community residents. A Level I Major Service Center Library should also serve as a support center for Gateway, Linking, and Service Center Libraries and as a back-up for Major Resource Center and Level II Major Service Center Libraries. A Level I Major Service Center should provide a broad subject coverage of informational and popular materials in a variety of formats for persons of all ages. The Level I Major Service Center Library shall supplement its resources through the services and resources of the system headquarters, the Kansas State Library and the interlibrary loan system.

GOALS AND STANDARDS

SERVICE

Hours of Operation:

Optimum Goal -- 60 hours per week
Minimum Goal -- 40 hours per week

TECHNOLOGY AND AUTOMATION:

Personnel Training Standards:

Optimum Goal -- Library staff will be computer literate and be trained to provide direct access to automated interlibrary loan using CD-ROM and direct access to at least one other CD-ROM database, to fax and to electronic mail and access to all system automated products.

Minimum Standards -- Library staff will be computer literate and be trained to provide direct access to automated interlibrary loan using CD-ROM, direct access to fax and access to CD-ROM and online databases and electronic mail.

Equipment Standards:

Optimum Goal -- Two or more computers with at least one modem and printer, CD-ROM capability and a fax machine.

Minimum Standard -- At least one computer with modem, printer, CD-ROM capability and a fax machine.

Database Access Standards:

Optimum Goal -- Kansas Library Catalog on CD-ROM and at least one other CD-ROM database.
Minimum Standard -- The Kansas Library Catalog on Cd-ROM.

Automated Systems Standards:

Optimum Goal -- Libraries will utilize an automated system to manage circulation and cataloging and will provide a public access catalog.
Minimum Standard -- All library materials will be in machine readable form.

MATERIALS

Books:
Optimum Goal -- 7 books per capita but not fewer than 25,000 volumes
Minimum Standard -- 25,000 volumes

Periodicals:
Optimum Goal --150 subscriptions with back files kept 5-10 years
Minimum Standard --75 subscriptions with back files kept 5-10 years

Nonprint Materials:

Optimum Goal -- Selected on the basis of community analysis but not to be in fewer than eight formats
Minimum Standard -- Selected on the basis of community analysis but not to be in fewer than five formats.

Materials standards are based upon collections of up-to-date and popular publications in clean and well-repaired condition. Out-of-date materials and volumes in poor condition should not be counted toward these quantitative standards. For information about weeding see Park VII.

Nonprint standards are based on actively collected formats.

PERSONNEL

Staffing Levels: One administrative librarian and, in addition, one additional full-time equivalent employee for every 1500 people in the service area.

PHYSICAL FACILITIES

	Optimum	Minimum
Shelving, Linear Feet (7 vols @ L.F. + 400 L.F.)	10,400 L.F.	4,000 L.F.

	Optimum	Minimum
Shelving Floor Space, Square Feet (1 S.F. @ 15 vols + 800 S.F.)	5,500 S.F.	2,500 S.F.
Reader Seating (6/1000 people but not fewer than 20) (Reader seating includes units for both children and adults but does not include space or chairs necessary for group activities.)	60	20
Reader Space, Square Feet (@ 30 S.F.)	1,800 S.F.	600 S.F.
Public Service Area	400 S.F.	225 S.F.
Staff Work Space, Square Feet	650 S.F.	450 S.F.
Additional Service Space, Square Ft (Additional service space includes areas for group activities or a multi-purpose room, heating and air-conditioning, restrooms,automation equipment, custodial storage, and storage for equipment and supplies.)	1,000 S.F.	600 S.F.
Unassignable Space, Square Feet (Unassignable space includes areas occupied by ductwork, elevators, halls, entrance/exit areas and other non-service spaces.	350 S.F.	250 S.F.
Total Floor Space, Square Feet	9,700 S.F.	4,625 S.F.
Patron Parking	40	20
Staff Parking	8	5

L.F. = linear feet of shelving or storage
S.F. = square feet of floor space

For the purposes of these standards, the minimum levels are those required to provide a basic level of operation and which will minimally meet the information needs of the community. Libraries should strive to attain all minimum standards by 1994. Optimum goals indicate resource levels required to support the roles chosen during the planning and role setting process. Libraries which exceed these optimum goals provide outstanding service.

LEVEL II MAJOR SERVICE CENTER

This level of service will usually include
service populations of 10,000 - 25,000.

Level II Major Service Center libraries serve their communities as resources for information, entertainment, cultural opportunity, and educational development. They provide broad subject coverage of informational and popular materials in a variety of formats for persons of all ages. Level II Major Service Center libraries provide reference and interlibrary loan services for smaller libraries statewide.

GOALS AND STANDARDS

SERVICE

Hours of Operation:
Optimum Goal -- 68 hours per week
Minimum Standard -- 55 hours per week

TECHNOLOGY AND AUTOMATION:

Personnel Training Standards:

Optimum Goal -- All staff will be computer literate and all reference and information staff will be trained to use automated interlibrary loan on CD-ROM, all other CD-ROM and online products available in the library, fax and electronic mail. The library will be automated and will provide public access to the catalog with staff trained to assist patrons in its use and uses of other available technologies all hours that the library is open. One professional librarian will be designated to supervise online services making provisions for proper training of all support staff.

Minimum Standard -- All library staff will be computer literate and all reference and information staff will be trained to use all available technology. One staff member trained in use of all available technology shall be on duty all hours the library is open. The director shall provide for the proper training of all support staff.

Automation Equipment Standards:

Optimum Goal -- As many computers as needed for the efficient delivery of services.

Minimum Standard -- A sufficient number of computers for the delivery of each type of service.

Database Access Standards:

Optimum Goal -- Direct access to enough CD-ROM and online databases to meet the needs of local patrons.
Minimum Standard -- Direct access to enough CD-ROM and online databases to meet the most requested patron needs.

Automation System Standards:

Optimum Goal -- Libraries will utilize an integrated online library automation system to manage major library functions. These functions may include acquisitions, cataloging and authority control, serials control, circulation and reserve control, interlibrary loan and a public access catalog. Systems may also provide access to databases such as local community information files and external information databases through direct tapeload, CD-ROM networks or dialup access. Other system functions may include materials booking, reserve room, scheduling for equipment and meeting rooms and electronic mail. In addition, systems provide networking access to the local automation systems of other regional public libraries.
Minimum Standard -- Libraries will utilize an integrated online library automation system to manage major library functions. These functions may include acquisitions, cataloging, serials control, circulation and reserve control, interlibrary loan and a public access catalog.

MATERIALS

Books:
Optimum Goal -- 5 volumes per capita but not fewer than 70,000
Minimum Standard -- 70,000 volumes

Periodicals:
Optimum Goal -- 275 subscriptions with back files kept 5-10 years
Minimum Standard -- 150 subscriptions with back files kept 5-10 years

Nonprint Materials:

Optimum Goal -- Selected on the basis of community analysis but to be in not fewer than ten formats
Minimum Standard -- Selected on the basis of Community analysis but to be in not fewer than six formats.

Materials standards are based upon collections of up-to-date and popular publications in clean and well-repaired condition. Out-of-date materials and volumes in poor condition should not be counted toward these quantitative standards. For information about weeding see Park VII.

Nonprint standards are based on actively collected formats.

PERSONNEL

Staffing Levels: One administrative librarian and, in addition, one additional full-time equivalent employee for every 1500 people in the service area.

PHYSICAL FACILITIES

	Optimum	Minimum
Shelving, Linear Feet (7 vols @ L.F. + 600 L.F.)	18,500 L.F.	10,600 L.F.
Shelving Floor Space, Square Feet (1 S.F. @ 15 vols. + 1500 S.F.)	9,900 S.F.	6,200 S.F.
Reader Seating (3/1000 people but not fewer than 40)	75	40

(Reader seating includes units for both children and adults but does not include space or chairs necessary for group activities.)

	Optimum	Minimum
Reader Space, Square Feet (@ 30 S.F.)	2,250 S.F.	1,200 S.F.
Public Service Area (Circulation desk, entrance area, etc.)	625 S.F.	400 S.F.
Staff Work Space, Square Feet (@ 75 S.F.)	1,875 S.F.	600 S.F.
Additional Service Space, Square Ft	2,500 S.F.	1,500 S.F.

(Additional service space includes areas for group activities or a multi-purpose room, heating and air-conditioning, automation equipment, restrooms, custodial storage, and storage for equipment and supplies.)

	Optimum	Minimum
Unassignable Space, Square Feet	500 S.F.	350 S.F.

(Unassignable space includes areas occupied by ductwork, elevators, halls, entrance/exit areas and other non-service spaces.

	Optimum	Minimum
Total Floor Space, Square Feet	17,650 S.F.	10,250 S.F.

	Optimum	Minimum
Patron Parking	65	40
Staff Parking	20	10

L.F. = linear feet of shelving or storage
S.F. = square feet of floor space

For the purposes of these standards, the minimum levels are those required to provide a basic level of operation and which will minimally meet the information needs of the community. Libraries should strive to attain all minimum standards by 1994. Optimum goals indicate resource levels required to support the roles chosen during the planning and role setting process. Libraries which exceed these optimum goals provide outstanding service.

LEVEL I MAJOR RESOURCE CENTER

This level of service will usually include
service populations of 25,000 - 100,000.

Level I Major Resource Libraries provide in-depth collections and service on a regional basis. They provide comprehensive reference and interlibrary loan services for smaller libraries statewide. In protocol-based reference and interlibrary loan searches, Level I libraries should be searched before those at Level II.

GOALS AND STANDARDS

SERVICE

Hours of Operation:

Optimum Goal -- 72 hours per week
Minimum Standard -- 68 hours per week

TECHNOLOGY AND AUTOMATION:

Personnel Training Standards:

Optimum Goal -- All staff will be computer literate and all reference and information staff will be trained to use automated interlibrary loan on CD-ROM, all other CD-ROM and online products available in the library, fax and electronic mail. The library will be automated and will provide public access to the catalog with staff trained to assist patrons in its use and uses of other available technologies all hours that the library is open. One professional librarian will be designated to supervise online services making provisions for proper training of all support staff.

Minimum Standard -- All library staff will be computer literate and all reference and information staff will be trained to use all available technology. One staff member trained in use of all technology shall be on duty all hours the library is open. The director shall provide for the proper training of all support staff.

Automation Equipment Standards:

Optimum Goal -- As many computers as needed for the efficient delivery of services.

Minimum Standard -- A sufficient number of computers for the delivery of each type of service.

Database Access Standards:

Optimum Goal -- Direct access to enough CD-ROM and online databases to meet the needs of local patrons.

Minimum Standard -- Direct access to CD-ROM and online databases to meet the most requested patron needs.

Automated System Standards:

Optimum Goal -- Libraries will utilize an integrated online library automation system to manage major library functions. These functions may include acquisitions, cataloging and authority control, serials control, circulation and reserve control, interlibrary loan and a public access catalog. Systems may also provide access to databases such as local community information files and external information databases through direct tapeload, CD-ROM networks or dialup access. Other system functions may include materials booking, reserve room, scheduling for equipment and meeting rooms and electronic mail. In addition, systems provide networking access to the local automation systems of other regional public libraries.

Minimum Standard -- Libraries will utilize an integrated online library automation system to manage major library functions. These functions may include acquisitions, cataloging, serials control, circulation and reserve control, interlibrary loan and a public access catalog.

MATERIALS

Books:

Optimum Goal -- 4 volumes per capita but not fewer than 125,000
Minimum Standard -- 125,000 volumes

Periodicals:

Optimum Goal -- 450 subscriptions with back files kept 10-15 years
Minimum Standard -- 275 subscriptions with back files kept 10-15 years

Nonprint Materials:

Optimum Goal -- Selected on the basis of community analysis but to be in not fewer than twelve formats.
Minimum Standard -- selected on the basis of community analysis but to be in not fewer than seven formats

Materials standards are based upon collections of up-to-date and popular publications in clean and well-repaired condition. Out-of-date materials and volumes in poor condition should not be counted toward these quantitative standards. For information about weeding see Park VII.

Nonprint standards are based on actively collected formats

PERSONNEL

Staffing Levels: One administrative librarian and one additional full-time equivalent employee for every 1500 people up to 25,000 population and 1/2 full-time equivalent for all population above 25,000 in the service area.

PHYSICAL FACILITIES

	Optimum	Minimum
Shelving, Linear Feet (7 vols @ L.F. + 1000 L.F.)	58,100 L.F.	19,000 L.F.
Shelving Floor Space, Square Feet (1 S.F. @ 15 vols. + 3000 S.F.)	29,700 S.F.	11,350 S.F.
Reader Seating (2 @ 1000 but not fewer than 75) (Reader seating includes units for both children and adults but does not include space or chairs necessary for group activities.)	200	75
Reader Space, Square Feet (@ 30 S.F.)	6,000 S.F.	2,250 S.F.
Public service area (Circulation, public access catalogs, entrance, public phone, water fountain, etc.)	900 S.F.	625 S.F.
Staff Work Space, Square Feet (@ 75 S.F.)	7,500 S.F.	1,875 S.F.
Additional Service Space, Square Ft (Additional service space includes areas for group activities or a multi-purpose room, heating and air-conditioning, automation equipment, restrooms, custodial storage, and storage for equipment and supplies.)	6,500 S.F.	2,500 S.F.
Unassignable Space, Square Feet (Unassignable space includes areas occupied by ductwork, elevators, halls, entrance/exit areas and other non-service spaces.)	2,000 S.F.	750 S.F.
Total Floor Space, Square Feet	52,600 S.F.	19,350 S.F.
Patron Parking	200	65

	Optimum	Minimum
Staff Parking	50	20

L.F. = linear feet of shelving or storage
S.F. = square feet of floor space

For the purposes of these standards, the minimum levels are those required to provide a basic level of operation and which will minimally meet the information needs of the community. Libraries should strive to attain all minimum standards by 1994. Optimum goals indicate resource levels required to support the roles chosen during the planning and role setting process. Libraries which exceed these optimum goals provide outstanding service.

LEVEL II MAJOR RESOURCE CENTER

This level of service will usually include
service populations of over 100,000.

Level II Major Resource Libraries function as progressive civil resources that provide information, materials, and services to stimulate ideas, advance knowledge, and enhance the quality of life for major Kansas communities. They provide in-depth collection and comprehensive service development at a central facility to meet the informational, reference, research, recreational, educational, and inspirational needs of individuals, and provide for the extended delivery of many of these services through the use of branch libraries, bookmobiles, and deposit collections. Resource libraries also aid smaller libraries by providing reference assistance and interlibrary loan support.

GOALS AND STANDARDS

SERVICE

Hours of Operation:
- Optimum Goal -- 72 hours per week
- Minimum Standard -- 68 hours per week

TECHNOLOGY AND AUTOMATION:

Personnel Training Standards:
- Optimum Goal -- All staff will be computer literate and all reference and information staff will be trained to use the Kansas Library Catalog on CD-ROM, other CD-ROM and online databases, electronic mail and telefacsimile. The library will be automated and provide public access to the catalog with staff trained to assist patrons in its use and in the uses of other available technologies all hours that the library is open. One professional librarian will be designated to supervise online services making provision for proper training of all support staff.
- Minimum Standard -- All library staff will be computer literate and all reference and information staff will be trained to use automated interlibrary loan on CD-ROM, be able to provide access to other CD-ROM and online databases and to use electronic mail and telefacsimile. At least one person trained in the use of all available technologies will be on duty during all hours the library is open to the public. The director shall provide for the proper training of all support staff.

Automation Equipment Standards:
- Optimum Goal -- As many computers as needed for the efficient delivery of services.
- Minimum standard -- A sufficient number of computers for the delivery of each type of service.

Database Access Standards:

Optimum Goal -- Direct access to enough CD-ROM and online databases to meet the needs of local patrons.

Minimum standard -- Direct access to CD-ROM and online databases to meet the most requested patron needs.

Automated Systems Standards:

Optimum Goal -- Libraries will utilize an integrated online library automation system to manage major library functions. These functions may include acquisitions, cataloging and authority control, serials control, circulation and reserve control, interlibrary loan and a public access catalog. Systems may also provide access to databases such as local community information files and external information databases through direct tapeload, CD-ROM networks or dialup access. Other system functions may include materials booking, reserve room, scheduling for equipment and meeting rooms and electronic mail. In addition, systems provide networking access to the local automation systems of other regional public libraries.

Minimum Standard -- Libraries will utilize an integrated online library automation system to manage major library functions. These functions may include acquisitions, cataloging, serials control, circulation & reserve control, interlibrary loan and a public access catalog.

MATERIALS

Books:

Optimum Goal -- 3 volumes per capita

Minimum Standard -- 300,000 volumes

Periodicals:

Optimum Goal -- 100 subscriptions per 10,000 people with back files kept 10-15 years

Minimum Standard -- 1000 subscriptions with back files kept 15-25 years

Nonprint Materials:

Optimum Goal -- Selected on the basis of community analysis but to be in not fewer than fourteen formats.

Minimum Standard -- Selected on the basis of community analysis but to be in not fewer than eight formats.

Materials standards are based upon collections of up-to-date and popular publications in clean and well-repaired condition. Out-of-date materials and volumes in poor condition should not be counted toward these quantitative standards. For information bout weeding see Park VII.

Nonprint standards are based on actively collected formats.

PERSONNEL

Staffing Levels: One administrative librarian and one additional full-time equivalent employee for every 1500 people in the service area up to a population of 25,000. One additional 1/2 FTE staff person for every 1500 population above 25,000.

PHYSICAL FACILITIES

	Optimum	Minimum
Shelving, Linear Feet	7 volumes per L.F. + 2,000 L.F.	45,000 L.F.
Shelving Floor Space, Square Feet	1 S.F. per 15 volumes + 3,000 S.F.	23,000 S.F.
Reader Seating	1 per 1500 but not less than 200	200

(Reader seating includes units for both children and adults but does not include space or chairs necessary for group activities.)

Reader Space, Square Feet	30 S.F. per seat	6,000 S.F.
Public Service Area (circulation, public access catalogs, public phone, water fountains, etc.)	1089	900
Staff Work Space, SF	.5 FTE per 700 population x 75 S.F.	7,500 S.F.
Additional Service Space, Square Feet	10% of total space	7,000 S.F.

(Additional service space includes areas for group activities or a multi-purpose room, heating and air-conditioning, automation equipment, restrooms, custodial storage, and storage for equipment and supplies.)

Unassignable Space, Square Feet	3% of total space	2,000 S.F.

(Unassignable space includes areas occupied by ductwork, elevators, halls, entrance/exit areas and other non-service spaces.)

Total Floor Space, Square Feet	.80 S.F. per capita	46,400 S.F.
Patron Parking	1 space per 500 S.F. of building space	200
Staff Parking	.5 FTE per 700 population	50

L.F. = linear feet of shelving or storage
S.F. = square feet of floor space

For the purposes of these standards, the minimum levels are those required to provide a basic level of operation and which will minimally meet the information needs of the community. Libraries should strive to attain all minimum standards by 1994. Optimum goals indicate resource levels required to support the roles chosen during the planning and role setting process. Libraries which exceed these optimum goals provide outstanding service.

APPENDIX B

CONTINUING EDUCATION

APPENDIX B

SUGGESTED CONTINUING EDUCATION POLICY FOR THE LOCAL LIBRARY

The Board of Trustees of (name of library) supports the continuing education policy of the Kansas State Library. Library staff, trustees, volunteers and Friends of the Library are encouraged to participate in learning experiences that contribute directly or indirectly to improved library service to the users of (name of library).

Library staff will be paid their regular salary while participating in continuing education. In addition, library staff will be reimbursed for continuing education expenses as outlined:

Registration ____

Mileage ____

Meals ____

Overnight Accommodations

When the Board of Trustees requests Friends, volunteers or trustees to participate in continuing education, these participants shall be reimbursed at the same rate as library staff.

After the completion of each recognition level as outlined in A Continuing Education Plan for Kansas Library Personnel, the participating staff will be awarded a $______ bonus from the (name of library).

The library's annual budget shall include funds for continuing education.

APPENDIX C

MATERIALS POLICIES AND STATEMENTS

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948
Amended February 2, 1961, June 27, 1962, and January 23, 1980
by the ALA Council

THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruptions of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of the censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free men will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until his idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians and book sellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what book should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of mind and increase the learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one man can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free men can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that each individual must be directed in making up his mind about the ideas he examines. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society each individual is free to determine for himself what he wishes to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all bookmen the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

A Joint Statement by:
American Library Association
Association of American Publishers

Subsequently Endorsed by:
American Booksellers Association
American Civil Liberties Union
American Federation of Teachers AFL-CIO
Anti-Defamation League of B'nai B'rith
Association of American University Presses
Bureau of Independent Publishers & Distributors
Children's Book Council
Freedom of Information Center
Freedom to Read Foundation
Magazine Publishers Association
Motion Picture Association of American
National Association of College Stores

National Book Committee
National Council of Negro Women
National Council of Teachers of English
National Library Week Program
National Board of the Young Women
    Christian Association of the U.S.A.
P.E.N. -- American Center
Periodical and Book Association of America
Sex Information & Education Council of the U.S.
Women's National Book Association

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

FREEDOM TO VIEW

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, we affirm these principles:

1) It is in the public interest to provide the broadest possible access to films and other audio-visual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.

2) It is in the public interest to provide for our audiences, films and other audio-visual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

3) It is our professional responsibility to resist the constraint of labeling or pre-judging a film on the basis of the moral, religious or political beliefs of the producer or filmmaker or on the basis of controversial content.

4) It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Endorsed by ALA-IFC and by the ALA Council on June 28, 1979; adopted February 16, 1979 by the Educational Film Library Association.

FREE ACCESS TO LIBRARIES FOR MINORS
An Interpretation of the Library Bill of Rights

Some library procedures and practices effectively deny minors access to certain services and materials available to adults. Such procedures and practices are not in accord with the LIBRARY BILL OF RIGHTS and are opposed by the American Library Association.

Restrictions take a variety of forms, including, among others, restricted reading rooms for adult use only, library cards limiting circulation of some materials to adults only, closed collections for adult use only, collections limited to teacher use, or restricted according to a student's grade level, and interlibrary loan service for adult use only.

Article 5 of the LIBRARY BILL OF RIGHTS states that, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." All limitations on minor's access to library materials and services violate that Article. The "right to use a library" includes use of, and access to, all library materials and services. Thus, practices which allow adults to use some services and materials which are denied to minors abridge the use of libraries based on age.

Material selection decisions are often made and restrictions are often initiated under the assumption that certain materials may be "harmful" to minors, or in an effort to avoid controversy with parents. Libraries or library boards who would restrict the access of minors to materials and services because of actual or suspected parental objections should bear in mind that they do not serve in loco parentis. Varied levels of intellectual development among young people and differing family background and child-rearing philosophies are significant factors not accommodated by a uniform policy based upon age.

In today's world, children are exposed to adult life much earlier than in the past. They read materials and view a variety of media on the adult level at home and elsewhere. Current emphasis upon early childhood education has also increased opportunities for young people to learn and to have access to materials, and has decreased the validity of using chronological age as an index to the use of libraries. The period of time during which children are interested in reading materials specifically designed for them during which children are interested in reading materials specifically designed for them grows steadily shorter, and librarians must recognize and adjust to this change if they wish to serve young people effectively. Librarians have a responsibility to ensure that young people have access to a wide range of informational and recreational materials and services that reflects sufficient diversity to meet the young person's needs.

The American Library Association opposes libraries restricting access to library materials and services for minors and holds that it is the parents -- and only parents -- who may restrict their children -- and only their children -- from access to library materials and services. Parents who would rather their children did not have access to certain materials should so advise their children. The library and its staff are responsible for providing equal access to library materials and services for all library users.

The word "age" was incorporated into Article 5 of the LIBRARY BILL OF RIGHTS because young people are entitled to the same access to libraries and to the materials in libraries as are adults. Materials selection should not be diluted on that account.

Adopted June 30, 1972; amended July 1, 1981, by the ALA Council.

MODEL COLLECTION DEVELOPMENT POLICY

I. Purpose and Objectives of the Public Library

The mission of the _____ Public Library is to provide modern library resources and services necessary to the evolving educational, recreational, and informational needs of the public, thus enhancing individual and community life. Materials should be selected and services and programs should be planned that satisfy residents' needs as individuals and as members of groups with concern given not only to the present needs of the community but which anticipate future needs in order to give timely service. Though the library attempts to give the best service possible to its regular users, it also has an obligation to collect materials and search for methods of service that will satisfy the needs of those in the community who have not traditionally been library users. It is vitally important that every citizen today have ready and free access to the world of ideas, information, and creative experience.

The _____ Public Library selects, makes available, and promotes the use of library materials, whatever the format, which:

1. Meet the information needs of the community.
2. Meet the recreational needs of the community.
3. Supplement formal and informal study.
4. Reflect a variety of opinions (minority and majority) on a subject.
5. Support economic, cultural, recreational, and civic activities in the community.
6. Stimulate self-understanding and growth.
7. Enhance job-related knowledge and skills.
8. Increase knowledge of and participation in the affairs of the community, the state, the country, and the world.

II. Authority and Responsibility for Collection Development

The authority and responsibility for the selection of library materials is delegated to the Library Director and, under his/her direction, to the professional staff who are qualified for this activity by reason of education, training, and experience. The advice of specialists in the community is requested in fields in which staff members do not have sufficient expertise. Suggestions from readers are welcome and are given serious consideration within the general criteria. Final decision for purchase rests with the library.

III. Criteria for Selection

The evaluation of materials is characterized by flexibility, open-mindedness, and responsiveness to the changing needs of the citizens of ____ (city). Materials are evaluated as a whole and not on the basis of a particular passage or passages. A work will not be excluded from the library's collection because of its honest presentation of an aspect of life or because of its frankness of expression.

All acquisitions, whether purchased or donated, are considered in terms of the following standards. Clearly, however, an item need not meet all of the criteria to be acceptable. In some instances, materials may be judged primarily on artistic merit, or because of scholarship, or as valuable human documents, or as critical to the information needs of the community. In other instances, the criterion may be substantial demand.

The following general criteria are used:

1. Present and potential relevance to community needs.
2. Suitability of subject, style, and reading level for the intended audience.
3. Insight into human and social conditions.
4. Importance as a document of the times.
5. Appropriateness and effectiveness of medium to content.
6. Reputation and/or significance of author.
7. Demand for the material.
8. Critics' and staff members' reviews.
9. Reputation of the publisher or producer.
10. Relationship to existing materials in the collection on the same subject.
11. Availability and accessibility of the same materials in the geographical area.

IV. RECONSIDERATION PROCEDURES

The choice of library materials is an individual matter. Responsibility for the reading of children and adolescents rests with their parents and legal guardians. While a person may reject materials for him/herself and for his/her children, he/she cannot exercise censorship to restrict access to the materials by others.

The ______ Library supports intellectual freedom and endorses the following intellectual freedom statements: "Freedom to Read" (American Library Association), "Freedom to View" (Educational Film Library Association), and "Library Bill of Rights" (American Library Association).

Citizens wishing reconsideration of library materials should complete the "Statement of Concern About Library Resources" form. This form is available at all branches of the library or may be obtained through the Director's Office. Such requests concerning adult materials are directed to the Adult Services Coordinator, and requests concerning juvenile materials are directed to the Children's Coordinator. If published reviews of the material in question are available, they will be sent along with the Reconsideration Request form to the Library Director.

The Director will ask three staff members to evaluate the material in light of the patron's request, using published reviews and the above criteria. Evaluators will submit their recommendation to the Director, who will make a decision concerning the material. The process will result in maintaining the current status, a change in location or reading level, or removal.

The Director will notify the patron originating the Reconsideration Request of the decision. If the individual is not satisfied with the action taken, he/she may appeal to the Library Board.

Adapted from policies in Basic Components of a Public Library Collection Development Policy. Baltimore: Maryland Library Association, 1981. (ERIC document ED 220 103)

MODEL MATERIALS SELECTION POLICY

PURPOSE

This policy is a statement of principles by the Board of Trustees, ______ Public Library. It serves as a guide for the Library Staff in developing the collections of both print and nonprint materials. It provides the procedures for public objection to materials held and for suggestions for collection improvement.

DEFINITIONS

"Materials" are those items considered for addition to the library's collections.

"Materials Selection" refers to the decision to add materials to the collection or to retain materials already in the collection. It neither refers to reader guidance nor details specific types of materials to be added.

GOALS OF MATERIALS SELECTION

Materials selection aims at maintaining a collection of materials for meeting the informational, reference, research, educational and recreational needs of the community. Budget limitations necessitate the choosing of materials relevant to these needs.

RESPONSIBILITY FOR SELECTION

Final responsibility for materials selection rests with the Librarian who functions within the framework of policy adopted by the Library Board of Trustees. The responsibility for selection may be delegated to other professional members of the staff.

Suggestions from members of the community concerning materials selection are welcome. Each suggestion will be considered within the framework of this policy.

GENERAL PRINCIPLES

The public library is a forum for information and ideas. The following basic principles will guide its materials sections:

1. Books and other library resources will be provided for the interest, information, and enlightenment of all people of the community.

2. Materials will not be excluded because of the origin, background, or views of those contributing to their creation.

3. Materials will not be proscribed or removed because of partisan or doctrinal disapproval. Within reason, materials and information provided will present the various general points of view on current and historical issues.

4. Ultimate responsibility for children's reading rests with parents or legal guardians. Materials selection for the adult collection is intended for mature readers and will not be restricted by the possibility that children may obtain materials which their parents or legal guardians consider inappropriate. The library should not seek to assume parental responsibility in this regard. The Library should not serve in loco parentis.

5. Materials unavailable at this library but available through cooperative library networks will be borrowed upon the request of the user.

6. Textbooks or other curriculum-related materials are acquired only when they serve the general public.

7. Consideration is given to the adequate availability of materials for the visually handicapped.

SPECIFIC PRINCIPLES

The following general criteria are considered in selecting materials:

ADULT MATERIALS

1. Permanent value
2. Contemporary significance: i.e. attention of critics, reviewers, and the public
3. Popular interest
4. Widely regarded critical reputation of author
5. Comprehensiveness and depth of treatment
6. Clarity, accuracy, and logic of presentation
7. Reputation of publisher
8. Date of publication
9. Relationship to existing collection
10. Artistic merit
11. Insight and/or perspective into human and social conditions

12. Availability elsewhere in the community
13. Price

CHILDREN'S AND YOUNG PEOPLE'S MATERIALS

In addition to the criteria for adult materials, consideration is also given to the following:

1. Appropriate content
2. Appropriate vocabulary for the general age group
3. Determined value for stimulating the informational, recreational and cultural reading interest of children and youth.

GIFTS AND DONATIONS: and donations are always welcome. Acceptance should be based on the following criteria:

1. All such items must meet the same criteria listed under **SPECIFIC PRINCIPLES** as purchased items;
2. Donor restrictions on a gift or donation are unacceptable;
3. Donations for the purchase of materials may be designated by general subject area;
4. All, when accepted, become the property of the Library and may not be reclaimed by the donor;
5. which are not needed by the library will be used or converted in a way which best supports the library;
6. The receipt of specific items will be acknowledged, but no statement of financial value for tax or other purposes will be made;
7 All should be left at the Library or mailed to the attention of the Librarian.

WITHDRAWAL OF OBSOLETE MATERIALS: Materials infrequently used and not of lasting value will be periodically withdrawn from the collections. Obsolete materials include out-moded books, superseded editions, superfluous duplicates, and worn-out items. Such materials will be removed from circulation and disposed of in accordance with established Board policy.

COMPLAINT PROCESS: The Board of Trustees recognizes the importance of providing a method whereby opinions from the public regarding materials selection can be voiced. Therefore, it has established a procedure which will apply to all complaints including: (1) those about materials represented in the collection and, (2) those about materials not represented in the collection.

To comply with this procedure, a complaint must be in writing. Forms are available at the Circulation Desk and upon completion, may be mailed or delivered to the Library Director. Upon receipt of the signed form the Library Director will:

1. Examine the material in question, the issues raised and the circumstances involved;
2. Make a decision to remove or retain the material in question;

3. Respond in writing to the complainant within one week of receipt;
4. Provide the complainant with a copy of this policy, and inform the individual of the availability of a Board hearing. Should the complainant feel that the decision of the Director is not supported by the policy, the complainant may request a Library Board hearing by notifying the Director who will make the necessary arrangements. Following the hearing, the decision of the Board will be final.

   Above all, the Library Board has as its concern the fairness of such a hearing so as to protect the rights of all persons who are involved.

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STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

(In this space identify who in your own structure has authorized use of this form -- Director, Board of Trustees, Board of Education, etc. -- and to whom to return it.)

Name____ Date____________

Address____

City_____________________ State_____ Zip_____ Phone________

1. Resource on which you are commenting:

_____ Book
_____ Magazine
_____ Newspaper
_____Audio-visual Resource
_____Content of Library Program
_____Other

Title____

Author/Producer________________________________

2. What brought this title to your attention?

3. Please comment on the resource as a whole and specify those matters which concern you. (Use other side if needed.)
Comment:

Optional:

4. What resource(s) do you suggest to provide additional information on this topic?

Revised by the ALA Intellectual Freedom Committee, January 12, 1983

APPENDIX D

BUILDING PROGRAM CHECK LIST

This Check list is designed to outline the basic steps to be followed from the time of the recognition of the need for a new building until the actual start of construction.

I. PRELIMINARY STEPS

___Recognition of the need.
___Alternative considerations.
   ___enlarging.
   ___renting additional space.
   ___remodeling.
   ___building new structure.
___Appointment of building committee.
___Outlined proposed program.
___Investigate financial status.
___Investigate sites.
___Visit other libraries.

II. DECISION TO BUILD

___Retain legal counsel.
___Hire library consultant.
___Undertake survey of community.
___Delegate specific responsibilities to individuals or groups.
___Work out time schedule.

III. SURVEY OF COMMUNITY NEEDS

___General characteristics.
___Projected population growth.
___Relationship to academic community.
___Relationship to cultural community.
___Relationship to region.
___Relationship to recreational community.
___Future needs and general trends.
___Special emphasis on problems.
___Special community needs.

IV. WRITTEN BUILDING PROGRAM

___Statement of library's history.
___Summary of community survey.
___General library philosophy.
___Future needs.
___Standards for use (handicapped, etc.)
___Functions to be included and description.
___Square footage necessary for each function.
___List of special features and built-in equipment.
___Indication of type of expansion.
___Indication of budget.

___Indication of general aesthetics of building.
___Relationship of departments.
___Identity.

V. HIRING OF THE ARCHITECT

___Develop a philosophy of architecture.
___Become familiarized with architect's work.
___Check on competency.
___Sign agreement.

VI. DEVELOPMENT OF PLAN FOR FINANCING

___Estimate of project cost.
  ___site.
  ___site survey.
  ___bonds sale.
  ___architect's fees.
  ___consultant fees.
  ___construction costs.
  ___mechanical costs.
  ___demolition.
  ___equipment.
  ___landscaping.
  ___owner's representative.
  ___clerk of the works.
  ___construction manager.
  ___test borings.
  ___legal fees.
___Probable sources.
  ___operating budget.
  ___bonds.
  ___.
  ___sinking funds.
  ___mortgage.
___Usable equipment in present building.
___Funding campaign.

VII. ACQUISITION OF SITE

___Check for accessibility.
___Relationship to existing city plan.
___Visual prominence.
___Traffic patterns.
___Soil conditions.
___Zoning.
___Parking space.
___Centralized location.
___Clear title.
___Fair price.
___Site survey.

VII. SCHEMATIC DESIGN

___Proposed floor plan.
___Probable costs.
___Approval by board.
___Proposed elevations.
___Compare with written program.

IX. PRELIMINARY DRAWINGS

___Advanced drawings, elevation, etc.
___Outline specifications for materials
___Compare with program
___Consult staff for suggestions
___Cost estimates.
___Approval by board.

X. WORKING DRAWINGS AND SPECIFICATIONS

___Detailed drawings.
___Detailed specifications.
___Preparation of construction documents.
___Revised cost estimate.

XI. EQUIPMENT PROGRAM

___Equipment list.
___Specifications.

XII. BIDDING DOCUMENTS

___Preparation of documents.
___Determine schedule.
___Advertising.

XIII SIGNING OF CONTRACTS

___Opening of bids.
___Performance record.
___Revising for compliance with procedure and specifications.
___Determine tentative schedules.

XIV. START OF CONSTRUCTION

Illinois Libraries: Library Building Issue, November 1987, pp. 675-676.
Published by the Illinois State Library, Springfield, IL.

APPENDIX E

STANDARDS SUMMARY CHECKLIST

This checklist is intended to assist libraries in measuring progress toward achieving the Measurements of Quality: Public Library Statistics for Kansas, 1988. This section should be duplicated and completed by the library board annually. A brief annotation of each area is included with page numbers indicating where the full text may be found. The full text must be read and considered, however, to decide if the library has met each standard.

STRUCTURE AND GOVERNANCE

_____ 1. Board has written policies for personnel, materials selection, withdrawal of obsolete materials, public services, handling of complaints, continuing education, and use of Library facilities. (p. 15)
_____ 2. Board is familiar with Kansas library and other appropriate laws. (p. 15)
_____ 3. Board is familiar with the function of the Kansas State Library, the State Library Advisory Commission, the LSCA Advisory Commission, the Kansas Library Network Board,and the regional system of cooperating libraries. (p.15)
_____ 4. Board has regularly scheduled meetings. (p. 15)
_____ 5. Board participates in the legislative process. (p. 15)
_____ 6. Board has authority over library budget. (p. 15)
_____ 7. Board has reached maximum statutory budget amount and/or is working to increase tax rate. (p. 15)
_____ 8. Board encourages board member and staff continuing education. (p. 16)
_____ 9. Board has a public relations plan. (p. 16)

SERVICE

_____ 10. Library has written long-range objectives which are reviewed periodically. (p. 19)
_____ 11. Library evaluates services annually. (p. 20)
_____ 12. Library is open as much as or more than the minimum number of hours. (p. 20)
_____ 13. Full service is maintained during all hours of library operation. (p. 20)
_____ 14. Lending policies allow for sufficient freedom of use by patrons. (p. 21)
_____ 15. Library participates in the Kansas Library Card program. (p. 21)
_____ 16. Library provides for confidentiality of library use. (p. 21)
_____ 17. Library has a public relations program. (p. 21)
_____ 18. Library encourages liberal exchange of materials with other libraries. (p. 21)
_____ 19. Library provides access to literacy training. (p. 22)
_____ 20. Library provides appropriate services for special populations. (p. 22)
_____ 21. Library statistics are recorded and reported at each board meeting. (p. 22)
_____ 22. Library has an instruction plan for patrons. (p. 22)

_____ 23. Library has a telephone and access to a photocopy machine. (p. 23)

_____ 24. Library answers all requests for information and initiates referrals within 24 hours of request. (p. 23)

_____ 25. Library has a ready reference collection or contracts for reference services. (p. 23)

_____ 26. Library reference staff trained in reference skills and interviewing techniques. (p. 24)

_____ 27. Library provides sufficient time and budgetary support for computer literacy training for all appropriate staff. (p. 25)

_____ 28. Library meets or exceeds minimum training standards for new technology and automation. (pp. 25-26)

_____ 29. Library provides access to KIC, KLC, and OCLC. (pp.25-26)

_____ 30. Library meets or exceeds minimum standard for electronic information transfer. (pp. 28)

_____ 31. Library provides full access to the collection in a machine-readable form for inclusion in the KLC. (p. 30)

_____ 32. Library staff members can initiate online searches -- either by telephone or by using a microcomputer/modem if available -- and interpret information retrieved. (pp. 28-29)

_____ 33. Library has direct access or shared access to online systems. (pp. 28-29)

_____ 34. Library meets or exceeds minimum database access standards. (pp. 30)

_____ 35. Libraries with automated databases of their collections include all library materials and are represented in the KLC. (p. 30)

_____ 36. Libraries without automated databases are considering such automation and inclusion of their collections in the KLC. (p.30)

PERSONNEL

_____ 37. Staff or consultants have the collective skills to assess needs, set objectives and evaluate library programs. (p. 31)

_____ 38. Staff delivers traditional bibliographic services. (p. 31)

_____ 39. Staff selects and uses all library materials, promotes library services, communicates library policy and maintains familiarity with new technologies. (p. 31)

_____ 40. Library has a written personnel policy which includes unbiased employment, initial and periodic evaluation, benefits, continuing education, and schedules of days the library is closed. (p. 31)

_____ 41. Staff is sufficient to provide efficient traditional library service during hours open. (p. 32)

_____ 42. Staff includes the services of a professional librarian in some manner. (p. 32)

_____ 43. Staff has one member for each 1500 people in the library service area. (p. 32)

_____ 44. Library has a written salary schedule. (p. 32)

_____ 45. Library has a written continuing education policy and staff participates in continuing education activities. (p. 33)

_____ 46. Membership in the Kansas Library Association for institution, trustees, and supervisory staff is maintained. (p. 33)
_____ 47. Library has a support group. (p. 33)

MATERIALS

_____ 48. Library has written collection development policy. (p. 34)
_____ 49. Library has a written selection policy. (p. 34)
_____ 50. A written weeding statement is included in the collection development policy, and materials no longer useful are systematically removed. (p. 35)
_____ 51. Library has available forms for requests for reconsideration of materials ready for use by all public service staff. (p. 36)
_____ 52. Sufficient funds are provided for the purchase of library materials from the annual library operating budget. (p.38)
_____ 53. Library communicates and cooperates with other types of libraries (and agencies) in the locality to provide material to the community. (p. 37)
_____ 54. Library meets or exceeds minimum recommended collection size. (p. 37)
_____ 55. Library meets or exceeds minimum guidelines for current periodical subscriptions. (p. 38)
_____ 56. Library provides or has access to nonprint library materials in a variety of formats, and library uses such materials. (p. 39)
_____ 57. Library provides or has access to library materials for the visually and physically handicapped. (p. 39)
_____ 58. Library has a collection of local and state history available to the public during all open hours. (p. 39)
_____ 59. Library has a collection of local, state and federal government publications. (p. 39)
_____ 60. Library materials are organized and controlled using standard equipment, supplies and forms so that their effective use is enhanced. (p. 40)
_____ 61. A current catalog of print and nonprint materials is maintained. (p. 40)
_____ 62. Cataloging and classification of all new library materials are included in the KLC. (p. 40)
_____ 63. Library materials are marked for identification of ownership, arranged for most frequent and convenient use, and maintained in presentable condition. (p. 40)
_____ 64. Library has clearly defined procedures for acquiring, processing and maintaining fiscal control of material orders. (p. 40)
_____ 65. Library uses the bibliographic control standards identified by Library of Congress MARC Standards and AACR2. (p. 40)

PHYSICAL FACILITIES

_____ 66. Library's physical plant is evaluated on a periodic basis. (p.41)

_____ 67. Library has identified all targeted user-groups and is aware of special requirements of the facility necessary to meet their needs. (p. 41)

_____ 68. Library site provides maximum utility to patrons. (p. 41)

_____ 69. Adequate and convenient parking is available near the library. (p. 42)

_____ 70. There is a clear and specific identification of title and ownership of the site and facility. (p. 42)

_____ 71. Materials and reading areas are easily accessible to users. (p. 42)

_____ 72. Adequate space is allowed for the adult collection. (p. 42)

_____ 73. Space is allocated for materials and services to children. (p. 43)

_____ 74. Space is allocated for young adults. (p. 43)

_____ 75. There are accommodations for a Kansas room and a local history area. (p. 43)

_____ 76. There are accommodations for nonprint materials. (p. 43)

_____ 77. The catalog is located in a central area. (p. 43)

_____ 78. Service areas are designed to accommodate support from new technologies. (p. 43)

_____ 79. Facilities are provided for the personal needs of the library staff. (p. 43)

_____ 80. Library has space for group activities. (p. 43)

_____ 81. Library has exhibit space and a bulletin board. (p. 43)

_____ 82. Library has restrooms and a drinking fountain. (p. 44)

_____ 83. Proper climate control is provided. (p. 44)

_____ 84. Lighting is maintained at appropriate ESI levels. (p. 44)

_____ 85. Library has adequate and appropriate internal signage. (p.44)

_____ 86. Library has a conveniently located exterior book return. (p. 45)

_____ 87. Library has highly visible exterior signs. (p. 45)

_____ 88. Library has directional signs from all major thoroughfares. (p. 45)

_____ 89. Library complies with accessibility requirements of ANSI 117.1. (p. 45)

_____ 90. Library has all contractual agreements reviewed with an attorney familiar with municipal law. (p. 46)

APPENDIX F

GLOSSARY

Access to Library Materials -- The capability to obtain library materials and services directly from the local library or indirectly through other community resources, other libraries, regional systems of cooperating libraries, the State Library, or interlibrary loan.

Acoustic Coupler -- A data communications device which converts audible tones into digital signals and vice versa. It attaches to an ordinary telephone handset and serves as the interface between the terminal and the communications network.

Automated interlibrary loan - the use of a computer linked to a telecommunications network to route interlibrary loan requests and responses rapidly in an electronic format. In Kansas, there are two basic automated interlibrary loan systems: KICNET, the microcomputer-based system with approximately 150 participants, operated by the State Library, and OCLC, the online, international system used by approximately 25 larger libraries in the state for interlibrary loan transmissions.

Bibliographic Database -- A database in which the records contain information about a document (title, author, subject headings, source) rather than the document itself.

Blind and Physically Handicapped State Library (BPH) -- A division of the Kansas State Library managing services in recorded and Braille formats for legally blind or physically handicapped people. The BPH Division is located in the Student Union of Emporia State University.

CD-ROM -- Compact Disc Read-Only Memory. A high-density, compact, portable computer storage device using laser technology and requiring special equipment to "read" the stored data.

Computer Literacy -- Development and maintenance of the knowledge of what machine assisted information resources can provide to libraries and library users. It is an understanding of information about computers, automation, and online search systems. An openness to new developments and technical advancements. An understanding and working knowledge of the jargon of automation as it relates to libraries and library operations.

Database -- A collection or file of bibliographic citations or unit records representing original items or published literature or other recorded material.

Electronic Mail -- A message switching service most often used with a microcomputer. With an electronic mail service messages can be sent to multiple parties simultaneously, they can be send in different formats, messages received may automatically be forwarded to other subscribers, and messages can be maintained in electronic files for future access.

Equivalent Sphere Illumination -- A measure/method of determining the contrast and sensibilities of a viewer's work material. The measurement is performed by building professionals and not the library staff.

Interlibrary Loan (ILL) -- Libraries borrowing books from other libraries for their patrons is called interlibrary loan. One library can't have every book that has been published, so borrowing needed books from other libraries makes good sense because resources are shared.

KICNET (Kansas Interlibrary Communications Network) -- The electronic mail network administered by the Kansas State Library to link compatible microcomputers for interlibrary resource sharing. The KIC Council is made up of personnel and administrators in libraries which consider themselves active in interlibrary lending activities.

Kansas Legislative Information System (KLIS) -- A database of Kansas legislative bills maintained by the Office of the Revisor of Statutes.

Kansas Library Advisory Commission -- The citizen body appointed by the Governor to oversee the operations of the Kansas State Library and the regional systems of cooperating libraries.

Kansas Library Catalog (KLC)--The Kansas Library Catalog is a list of the titles and locations of all the books available in libraries throughout the state. Since the list would be thousands of pages long, the KLC is printed in microfiche card format or in compact disc format.

Kansas Library Card -- An identification card issued by a local library to allow its patrons in good standing access to the collections of cooperating libraries throughout Kansas.

Kansas Library Network Board (KLNB) -- An advisory group formed by statute to coordinate resource sharing activities between seven types of libraries in the state. The board members represent public, regional library system, regent university, private academic, community college, school and special libraries. A representative of the Kansas State Library, the Department of Education and the Regents also serve on the Board. The board hires an executive officer and maintains an office housed at the Kansas State Library.

Kansas State Library -- The agency of state government which administers the Library Services and Construction Act funds, the Division of Blind and Physically Handicapped Services, Legislative Reference and the state legislative hotline. The State Librarian is a statutory position responsible for overseeing the highest possible quality of library service to Kansas residents.

Kansas Union Catalog -- (KUC) A term used to refer to what is now called the Kansas Library Catalog, a catalog of all identified holdings in libraries in Kansas. (See "Kansas Library Catalog.")

Integrated Library Automated System -- An integrated library automation system is a computer system designed around a database of machine readable (MARC) bibliographic records for all types of library materials. The system operates through interrelated data processing functions and the data serves multiple functions and multiple uses by patrons and staff. The automated systems may be bought locally. or libraries may participate in cooperative automation systems.

Modem -- The acronym for "modulator-demodulator". A modem is used to connect computers and terminals. It is often used interchangeably with acoustic coupler, but technically speaking, a modem may or may not use the handset of the actual telephone to transmit signals as does an acoustic coupler, which is actually just one form of modem.

Necessary Peripherals -- That computer equipment which can be connected to a microcomputer workstation allowing functions other than computing to be performed or allowing some functions to be performed in a better or more efficient fashion. Standard peripherals include printers and modems (for telecommunications).

Online -- The state of being in direct, immediate communication with the computer. Some "online" systems are interactive. An "interactive system" is one which allows the user to input instructions, receive a response, and then modify or manipulate the retrieved results. All online database systems today are considered to be interactive systems.

Online Computer Library Center (OCLC) -- A corporation in Dublin, Ohio, which supplies the computer equipment and software to produce catalog cards for materials purchased by many Kansas libraries. A machine readable tape of the catalog information about the materials purchased in Kansas libraries is purchased by the Kansas State Library and reprocessed into the Kansas Library Catalog. The information is also stored in a computer database. It is this database that interlibrary loan departments consult daily to borrow materials from all over the world for Kansas libraries.

Regional Systems of Cooperating Libraries -- Seven municipalities created by the Kansas Legislature in 1965 to provide service to rural residents, provide central services to local libraries and provide services to the unserved.

Remote Database -- A database resident on a computer at a location other than nearby the computer terminal. In most cases these are accessed with a modem to a telecommunications network.

Search -- The act of requesting the computer to respond to a specific information need.

Search System -- The computer programs (software) through which a searcher can access a database.

Talking Books (B&PH)--Any person who has difficulty reading normal print can use the Talking Books available from the Blind and Physically Handicapped Library.

For further clarification about any terms used in this document, contact the Library Development Division of the Kansas State Library.

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